# The Office

May 1961

Magazine of Management · Equipment · Methods

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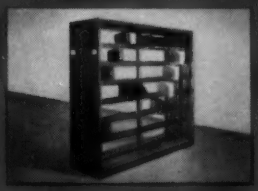

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The Office
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MAY, 1961
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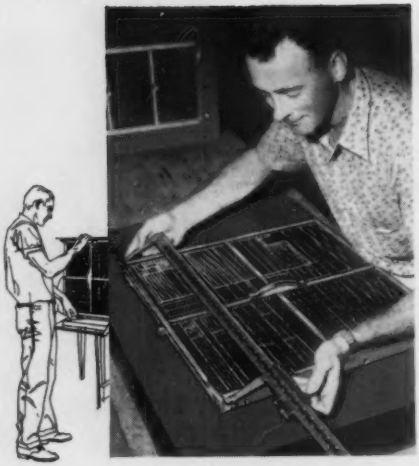

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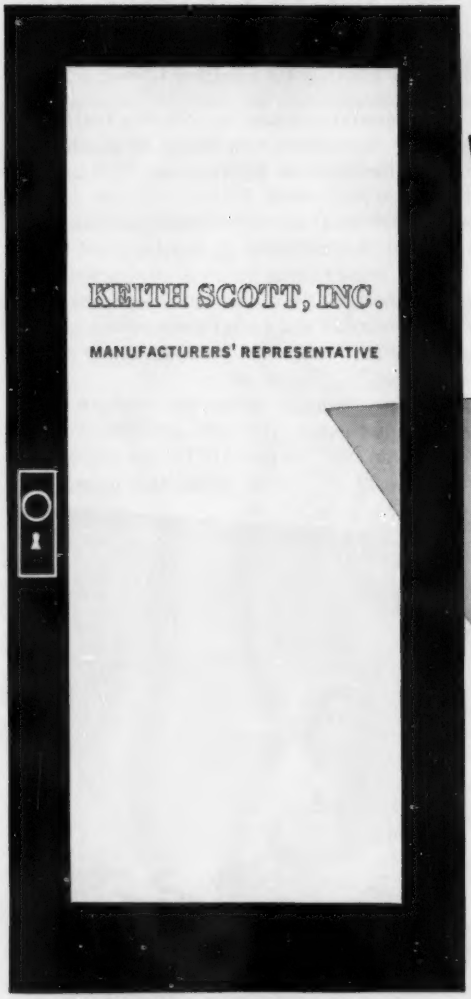


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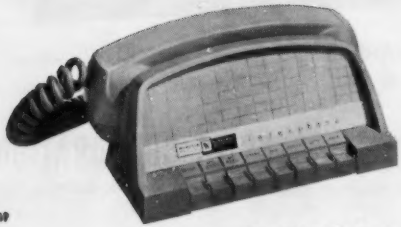

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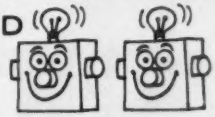

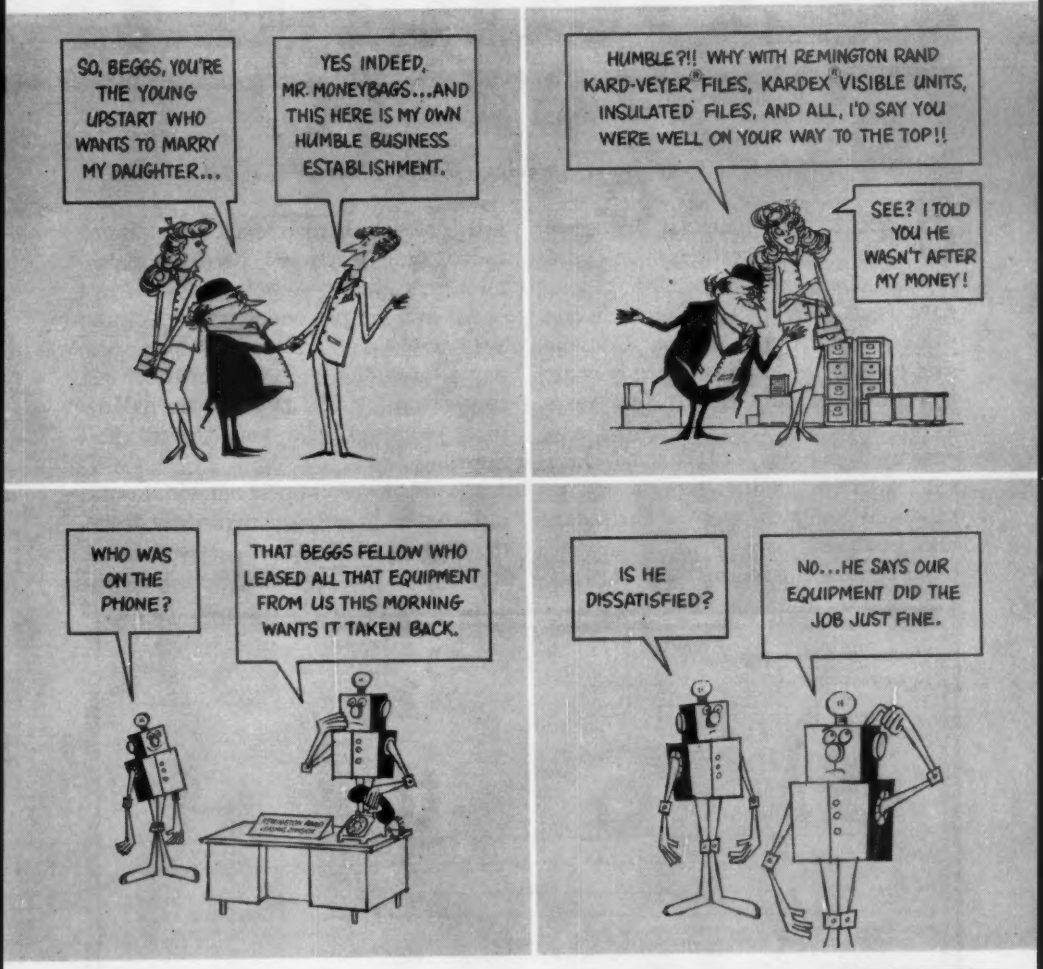


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**For More Information Circle No. 241**

# SECURITY

**JOHN L. BUCKLEY, President, American Society for Industrial Security.**

OVER 35,000 industrial firms, colleges and universities, non-profit organizations, and 3 million citizens have been granted Top Secret, Secret, Confidential, Atomic Energy Commission or other government agency security clearances in the past few years. These firms and their employees have generated millions of classified documents, letters, studies, reports and reproduced millions more. They have also produced large quantities of material components in the form of classified defense hardware ranging from microscopic electronic parts to Atlas missiles.

An average personnel security clearance application involves 22 pages of paper (excluding the government investigative reports and records) and 65 or more administrative and clerical actions.

Classified government material and information must be accounted for from the time of its creation to eventual destruction. This includes recording all

**CHARGE OUT-TRANSFER-RECEIPT**

UNCLASSIFIED DESCRIPTION:

DOCUMENT NUMBER

CLASSIFICATION

FROM: _____ TYPE OR PRINT TO: _____ TYPE OR PRINT DATE:

REC. BY: _____ SIGNATURE COURIER: _____ SIGNATURE

INSTRUCTIONS: CONTROL STATION-EMPLOYEE CHARGE OUT
1. ORIGINAL: FILE UNDER RECIPIENT'S NAME IN CHARGE OUT FILE. (WHITE)
2. DUPLICATE: FILE BEHIND DC NUMERICAL RECORD FOR DOCUMENT DESCRIBED ABOVE. (BLUE)
3. TRIPLICATE: EMPLOYEE RECORD COPY. (YELLOW)
4. QUADRUPLICATE: DC SUSPENSE COPY USED FOR COURIER TRANSMITTAL. (PINK)

INSTRUCTIONS: TRANSFERS BETWEEN EMPLOYEES
1. ORIGINAL AND DUPLICATE: SEND TO DC FOR ACCOUNTABILITY CHANGE.
2. TRIPLICATE: RECEIVING EMPLOYEE'S RECORD COPY.
3. QUADRUPLICATE: TRANSFERRING EMPLOYEE'S RECORD COPY.

INVENTORY RECORD—REMARKS:

DD SECURITY SYSTEMS FORM DC-2 © 1960 DON D. DARLING ASSOC., VAN NUYS, CALIF.

**Hand receipt for routing classified material.**

# RECORDS

**Security Director, United Technology Corp., Sunnyvale, Calif.**

transmittals, reproductions and, in some cases, a listing of all persons who have had access to the information. Apply these requirements to the manufacture of a large aircraft which requires over 600 freight cars of plans from drawing board to final flight acceptance.

All visitors, both incoming and outgoing, who require access to classified information must register whenever they visit another industrial facility or government agency. Records of such visits must be maintained several years.

These are only a few of the record keeping problems facing the security program administrator. Multiply these factors by the 35,000 facilities and 3 million persons involved, and it is apparent that a large portion of the nation's industrial security program is administrative in nature. Records creation, management and forms control play a vital part in every well administered security program. Severe penalties may be imposed by law on firms or individuals whose failure to

TITLE: (Unclassified)

MASTER DOC. NO.

DATE RECEIVED

POSTAL REGISTRY No.

TYPE OF DOCUMENT

RECEIVED FROM:

No. PAGES—ENCLOSURES

ASTIA—OTHER No. (s)

COPY CONTROL No. (s)

CROSS REFERENCE — UNITERMS — REMARKS:

D3 SECURITY SYSTEMS FORM NO. DC-1

© 1960 DON B. DARLING ASSOC., VAN NUYS, CALIF.

**One form can control document's origin, reproduction, transmittal, destruction.**

**VISITOR**

NAME (PRINT) RANK OR POSITION DATE

FIRM OR AGENCY TO SEE

FIRM OR AGENCY ADDRESS AND PHONE

PURPOSE OF VISIT

**VISITOR CERTIFICATION:** IF, IN THE COURSE OF THIS VISIT, CLASSIFIED INFORMATION IS DISCLOSED, I CERTIFY THAT I AM FULLY AWARE THAT THE UNAUTHORIZED DISCLOSURE OF CLASSIFIED INFORMATION IS PUNISHABLE UNDER SEVERE PENALTIES SET FORTH UNDER SECTIONS 792, 793, 794, TITLE 18 U.S. CODE AND 224, 225, 226, 227 OF THE ATOMIC ENERGY ACT OF 1954.

WITNESS SIGNATURE (RECEPTIONIST) VISITOR SIGNATURE

**ESCORT CERTIFICATION:** I ACCEPT FULL RESPONSIBILITY FOR ESCORT OF THE ABOVE NAMED VISITOR AND CERTIFY THAT I AM AWARE OF MY RESPONSIBILITY FOR CONTROLLING ACCESS TO CLASSIFIED MATERIAL TO THE LEVEL OF CLEARANCE AND NEED TO KNOW SUBJECT MATTER AUTHORIZED BY THE INDUSTRIAL SECURITY OFFICE.

ESCORT SIGNATURE

**RECEPTIONIST:**

VERIFIED CLNC. LEVEL (T/S, S, OR C) TIME IN BADGE NO.

NEED TO KNOW APPROVED YES OR NO TIME OUT V.C. REF. NO.

SECURITY SYSTEMS FORM VC-2 ©

**Individual visitor's register card record. (See multientry form, page 19.)**

maintain adequate security measures might result in loss or compromise of classified material entrusted to their care by the government.

Unfortunately most government industrial security manuals set forth the security requirements but fail to provide adequate information concerning the records necessary. The manuals simply state, "The contractor will maintain records" . . . or else!

The majority of defense contractors are small business (less than 500 employees) and the security administrator

CONTROL RECORD PREPARED BY: MASTER CONTROL NUMBER

DATE TIME P.O.—INVOICE—CONTRACT NUMBER

REQUESTOR: ADDRESS NAME OF CONTACT

| DESCRIPTION OF INCOMING MATERIAL | CLASSIF | DESCRIPTION OF MATERIAL PRODUCED (REQUESTOR'S INSTRUCTIONS) | PERSONNEL ACCESS RECORD | | |
|---|---|---|---|---|---|
| SECTION A | C-S-T/S | SECTION B | SIGNATURE | DATE | TIME |
| | | | | | |
| | | NUMBER OF PACKAGES OF CLASSIFIED WASTE | | | |

RECIPIENT—TO BE SIGNED BY REQUESTOR UPON DELIVERY OF ALL MATERIAL LISTED UNDER SECTIONS A AND B

SIGNATURE TITLE DATE TIME

LIST PARTIAL SHIPMENTS BY RECEIPT NUMBERS ON REVERSE SIDE OF ORIGINAL COPY UNTIL ALL MATERIAL IS RETURNED

PICKUP: JOB DELIVERY

SIGNATURE DATE TIME NO. PACKAGES SIGNATURE DATE TIME NO. PACKAGES

DC-6 © 1960—Don D. Darling Assoc., Inc., Van Nuys, Calif.

**This form controls inside and outside reproduction of classified materials.**

**VISIT REQUEST FORM**

**FROM:**

**TO:**

**THRU:**

**ATTENTION: SECURITY OFFICE**

| NAME AND POSITION | PLACE AND DATE OF BIRTH | CLEARANCE | | |
|---|---|---|---|---|
| | | DATE | DEGREE | AGENCY |
| | | | | |
| | | | | |

FACILITY CLEARANCE DATA: CLNC LEVEL_____ DATE_____ BY_____

VISIT CATEGORY

1 ☐ CONTRACTOR-SUBCONTRACTOR
2 ☐ PROSPECTIVE CONTRACTOR-SUBCONTRACTOR
3 ☐ PRODUCING CONTRACTOR-ASSEMBLING CONTRACTOR
3A ☐ REPORT RECIPIENT-REPORT ORIGINATOR
4 ☐ OTHER THAN 1, 2, 3, 3A ABOVE
☐ VISIT TO MILITARY INSTALLATION

PURPOSE OF VISIT:

CONTRACT NUMBER

PERSON TO BE CONTACTED:

DATE(S) OF VISIT: (INTERMITTENTLY FROM)

INDUSTRIAL SECURITY ENDORSEMENTS

VISIT AUTHORIZATION IS REQUESTED FOR THE U. S. CITIZEN(S) LISTED ABOVE FOR DATES AND PURPOSE(S) SPECIFIED. CLEARANCE DATA AND OTHER INFORMATION FURNISHED IS CERTIFIED AS TRUE AND CORRECT AND THIS VISIT IS TO BE MADE IN THE NATIONAL INTEREST. VISIT APPROVAL ASSUMED UNLESS NOTIFIED OTHERWISE.

DATE_____

INDUSTRIAL SECURITY REPRESENTATIVE

INSTRUCTIONS:

1. ORIGINAL AND COPY 1 TO FACILITY TO BE VISITED (WHITE AND BLUE)
2. COPY 3, SUSPENSE COPY (PINK)

ENDORSEMENTS

D-3 SECURITY SYSTEMS FORM VC-1

© 1960 DON B. DARLING ASSOC., VAN NUYS, CALIF.

**For visit by a cleared employee to another contractor or government agency.**

is often a management staff member who may handle a number of administrative functions. He should be chosen with extreme care and given complete management backing in implementing the program. Security should be his primary function and he must have sufficient status within the organization to deal with employees at all levels, as well as with government security representatives.

Small business firms or larger organizations entering classified defense work for the first time will often find it economical to seek professional advice. A growing number of industrial security management consultants can assist such firms in establishing the initial program and train key executive and clerical personnel in its administration. The

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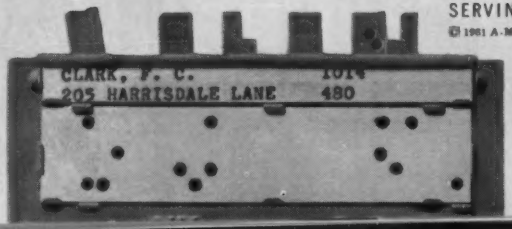

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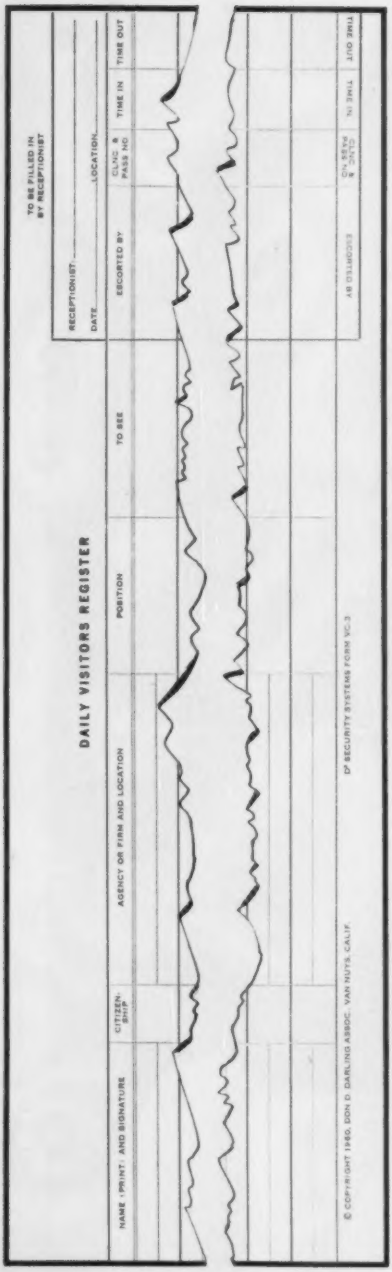
For More Information Circle No. 201




**Records of visitors having access to classified material must be retained two years.**

American Society for Industrial Security, a professional organization of industrial security administrators, has chapters in most metropolitan areas and often assists such firms to obtain qualified security administrators or specialized help.

In addition, many companies encourage their security administrators to join ASIS and participate in seminars and discussion groups to increase their knowledge and professional competence in the industrial security field.

Nine basic forms provide the average firm with an adequate record keeping program. These cover the three basic security areas of personnel security and indoctrination, classified material control and accountability, and visitor control. The forms and their usage are:

**I. Personnel Security and Indoctrination**

**Security Acknowledgement.**

*Requirement:* The employee must be advised of his individual responsibilities for properly safeguarding classified information.

**Security Termination Statement**

*Requirement:* The employee must be advised that he is not to disclose any classified information which he is furnished or gains access to, during the course of his employment, to any unauthorized person after his termination of employment or reassignment to a position that does not require access to classified information.

*Form:* In both above cases, a two-part form is used. The signed original is retained by the corporation and the copy given to the employee.

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City _____ State _____

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**II. Classified Information and Material Control and Accountability**

**Master Control Record.**

*Requirement:* Every piece of classified material received or generated under a government contract is accountable.

*Form:* Multipart 5″ x 8″ card with the specific record entries required by the government. Carbon copies of form may be used for technical library accession and locator listings, or filing by contract number for locating documents and material at completion of contract.

**Charge-out, Transfer Receipt Form.**

*Requirement:* Classified material will be transferred within the facility on a hand receipt basis.

*Form:* Multipart, carbon-interleaved form records documents and material charged out from control stations and transferred between personnel, or is used as a receipt for routed material.

**Certificate of Disposition.**

*Requirement:* Destruction records of accountable classified material must be maintained two to four years.

*Form:* Two-part interleaved form lists the material destroyed and is signed by destroyer and a disinterested witness.

**Custody Receipt.**

*Requirement:* Contractor is required to establish a receipt system for classified material transmitted externally.

*Form:* Multicopy form prepared and transmitted with classified material is sent by registered mail or courier to authorized recipients at other cleared facilities or the government agency concerned. It is signed and returned by

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1

2

3

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NEW YORK 16, N. Y.

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Send your new, illustrated Miracle Box brochure.
NAME ..... TITLE ..... 0-5-61
COMPANY .....
STREET .....

For More Information Circle No. 286

recipient to acknowledge receipt of the material. Numerically cross-referenced to the master control record.

**Reproduction Control Record.**

*Requirement:* Records must be maintained on all reproductions of classified material.

*Form:* Multipart reproduction record of all classified material from basic draft material, through all phases of reproduction, to its return to control and accountability in the master control record system. All actions and all personnel involved in the reproduction processes are recorded.

**III. Visitor Control**

**Visit Request Form.**

*Requirement:* Contractor must transmit clearance date, date and purpose of visit, and other information concerning visit of a cleared employee to facility of another contractor (or government agency) for the purpose of obtaining classified information required in connection with a government contract.

*Form:* Multipart form signed by security administrator. Original and one copy are transmitted to facility to be visited and one copy retained in suspense file.

**Visit Control Register.**

*Requirement:* Contractor must maintain a record of all visits involving access to classified material. Two-year retention requirement.

*Form:* Card or multientry sheet records full information concerning all visitors entering a cleared facility under conditions whereby they could gain access to classified information in con-


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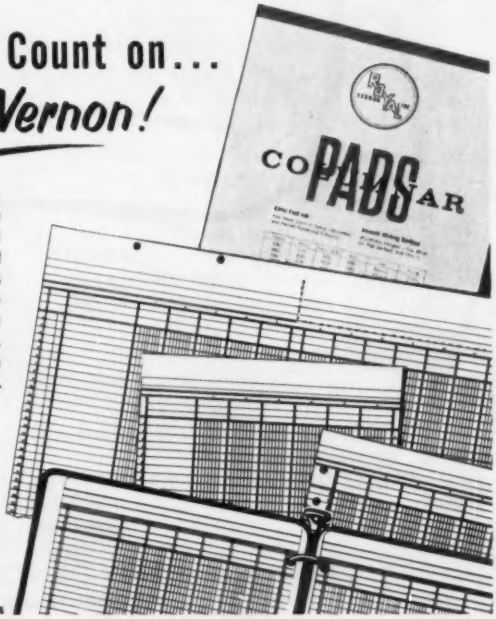


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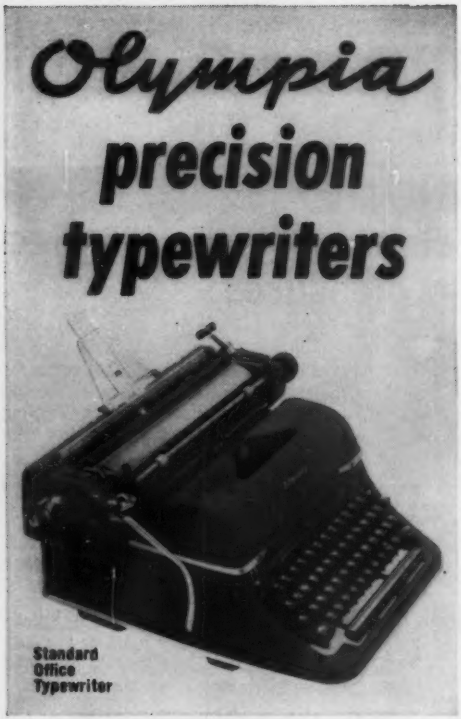
For More Information Circle No. 230

# Olympia precision typewriters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For More Information Circle No. 236

nection with the purpose of their visit.

Each firm may create additional forms and records to serve individual needs, but above forms are the basic minimum required to best serve the needs of all firms engaged in classified defense business.

Large defense contractors often maintain separate personnel security and indoctrination, classified material control, and visitor control sections under direction of an industrial security program administrator. Other sections such as plant protection, identification and personnel investigation are additional elements of the security program in larger facilities which pose specialized record keeping problems.

Every government contract requires the contractor to develop and publish a standard practice procedure setting forth his security procedures for the safeguarding of classified material. This must contain operational and administrative instructions concerning the security program with specific instructions for handling required records.

The government does not spell out the detailed requirements of a satisfactory standard practice procedures manual. It states that the facility will develop and publish a manual that is satisfactory. The majority of manuals are basically a rewording of government regulations as interpreted by the company's security administrator. Manual should include administrative instructions developed by the company for handling their own security program. Specific instructions on record systems, forms control, including flow charts demonstrating proper preparation and routing of all classified material within

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For More Information Circle No. 446

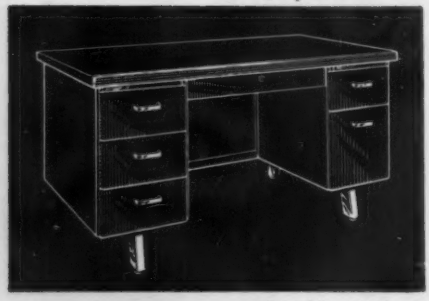
the system, must be included.

Certain portions of the standard practice procedures manual and the nine basic forms discussed lend themselves admirably to some standardization. This has led to formation of a specialty supply house by Don D. Darling Associates, an industrial security management consulting firm of Van Nuys, Calif. Standard Security Systems, 402 Clarence Street, Los Angeles, offers stock standard security forms. Within eight months approximately 400 firms had completely or partially converted to these standardized forms and procedures.

The cost of development, layout, artwork, typesetting, printing and binding of nine custom forms and a standard practice procedure manual by each of the 35,000 facilities engaged in classified defense work is a costly endeavor. It is estimated that the average firm will spend several thousand dollars in developing security forms. Forms and publications requirements of the average firm will not allow quantity break pricing, therefore the individual unit cost is extremely high. Multiply 35,000 firms by nine basic forms and one procedure manual and it equals 315,000 forms and 35,000 manuals. Each one is different, but must meet the same basic requirements.

The argument in favor of standardization is overwhelming. Added costs incurred by not standardizing are often considered the "cost of doing business with the government," and tend to be shrugged off by management. However, such practices only increase defense costs which ultimately add to the taxpayer's burden.


If you practice budgetry (H·O·N) can help you come out all right



As you may know, BUDGETRY is the practice of wisely correlating spending to a budget limit. Often times this is quite a trick. How to get price without sacrificing quality is the problem.

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For More Information Circle No. 240

# Exit Interview's Main Purpose

THE MAIN JOB of an exit interview is to find out the *real* reason an employee has decided to quit," writes Dr. Frederick J. Gaudet, director of the Laboratory of Psychological Studies at Stevens Institute of Technology, Hoboken, N. J., in an American Management Assn. research report, "Labor Turnover: Calculation and Cost." This means sifting through the reasons given by an employee who may not want to reveal his true reasons or who may not really know what his reasons are. Two hazards of exit interviewing, according to Dr. Gaudet, are the human tendency of employees to give socially acceptable answers rather than risk tattling or a bad reference, and the lack of skill of many interviewers.

A relatively new technique that has produced significant information about why workers quit is the post-terminal interview in which workers, who have been separated, are asked on a questionnaire to state again their reasons for leaving. A study cited in the report showed that in one company the reasons given for quitting at the time of the exit interview were largely due to external factors: other employment, leaving area, military service. The post-terminal questionnaire revealed, however, such factors as poor pay, bad supervision and slow advancement—all of


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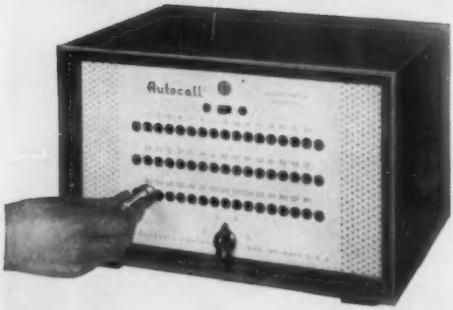


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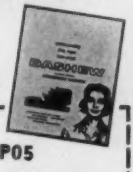

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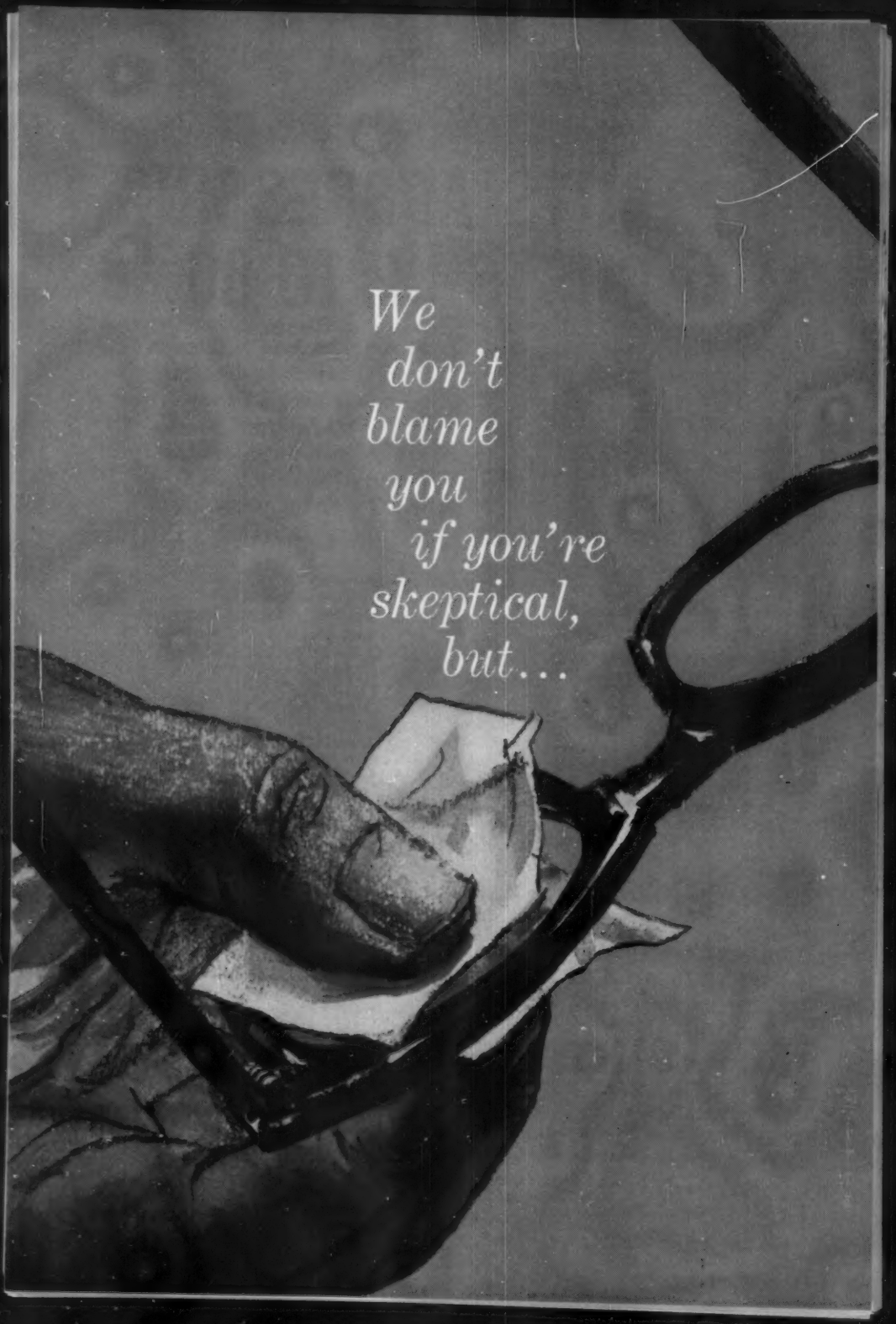
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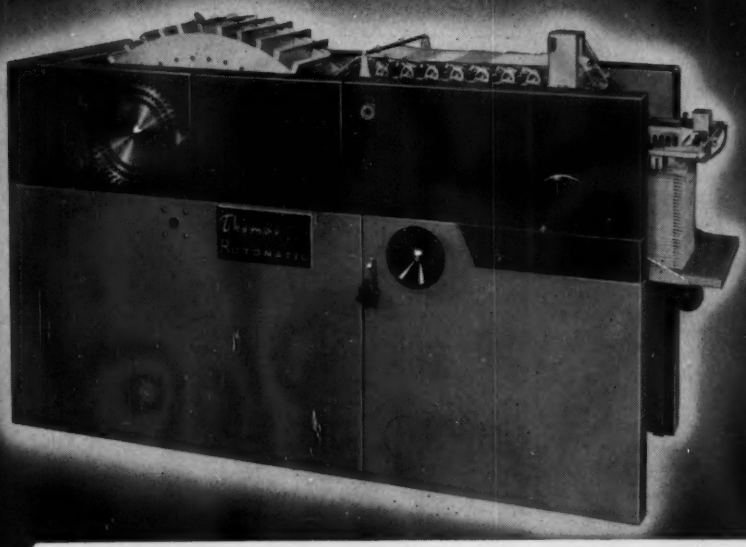


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For More Information Circle No. 282

**Percentages of Civilian Labor Force Unemployed, by Nonfarm Occupational Groups**

| Occupation group | 1950 | 1951 | 1952 | 1953 | 1954 | 1955 | 1956 | 1957 | 1958 | 1959 | 1960 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| All occupations | 5.8 | 2.9 | 2.6 | 2.6 | 5.6 | 4.6 | 3.8 | 3.9 | 7.3 | 5.0 | 4.9 |
| White-collar workers | 2.8 | 1.6 | 1.1 | 1.5 | 2.5 | 1.9 | 1.6 | 1.7 | 3.2 | 2.4 | 2.5 |
| Professional, technical, and kindred workers | 2.2 | 1.4 | .7 | .8 | 1.3 | 1.1 | 1.1 | .8 | 1.6 | 1.3 | 1.5 |
| Managers, officials, and proprietors | 1.7 | .7 | .4 | 1.0 | 1.5 | 1.3 | .6 | 1.0 | 2.1 | 1.4 | 1.2 |
| Clerical and kindred workers | 3.5 | 1.9 | 1.6 | 1.7 | 3.2 | 2.6 | 2.2 | 2.4 | 4.8 | 3.3 | 3.6 |
| Sales workers | 4.0 | 2.9 | 1.7 | 2.9 | 4.1 | 2.2 | 2.8 | 2.3 | 4.1 | 4.1 | 3.4 |
| Blue-collar workers | 8.4 | 3.6 | 3.8 | 3.3 | 8.5 | 6.8 | 5.6 | 6.2 | 11.8 | 7.5 | 7.6 |
| Craftsmen, foremen, and kindred workers | 6.9 | 2.2 | 2.7 | 2.7 | 6.1 | 5.3 | 3.3 | 3.9 | 7.8 | 5.4 | 5.4 |
| Operatives and kindred workers | 7.8 | 4.2 | 3.9 | 3.1 | 9.0 | 6.4 | 6.2 | 6.6 | 13.3 | 7.5 | 8.0 |
| Laborers | 14.3 | 4.8 | 5.8 | 5.3 | 12.2 | 11.4 | 8.9 | 10.0 | 16.4 | 11.8 | 11.4 |
| Service workers | 6.4 | 4.3 | 3.5 | 3.5 | 5.2 | 5.4 | 4.9 | 4.1 | 7.0 | 5.8 | 5.1 |
| Private household workers | 4.7 | 3.5 | 3.0 | 2.3 | 4.0 | 3.3 | 4.6 | 3.1 | 5.4 | 4.6 | 3.7 |
| Service workers, excluding private household | 7.1 | 4.6 | 3.6 | 3.9 | 5.6 | 6.2 | 5.0 | 4.5 | 7.6 | 6.2 | 5.6 |

Bureau of Labor Statistics, Dept. of Labor

**Almost any method will seem to reduce turnover if introduced at the start of a dip in the business cycle.**

which are internal or subject to management control.

The effect of economic conditions on labor turnover cannot be ignored, Dr. Gaudet emphasizes. "Unless we look at economic conditions, or at national or regional changes in rates of labor turnover, we are very likely to ascribe an improvement to the technique or device we introduce, when the improvement actually may be due to lowering of economic conditions. Almost any method introduced to reduce turnover at the beginning of a dip in the business cycle will probably show a lowering of turnover."

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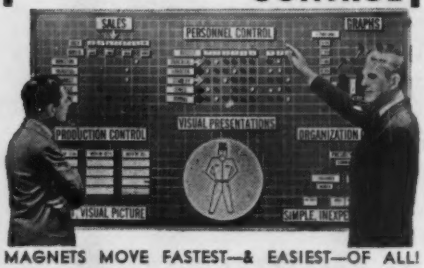


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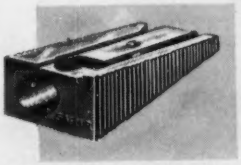

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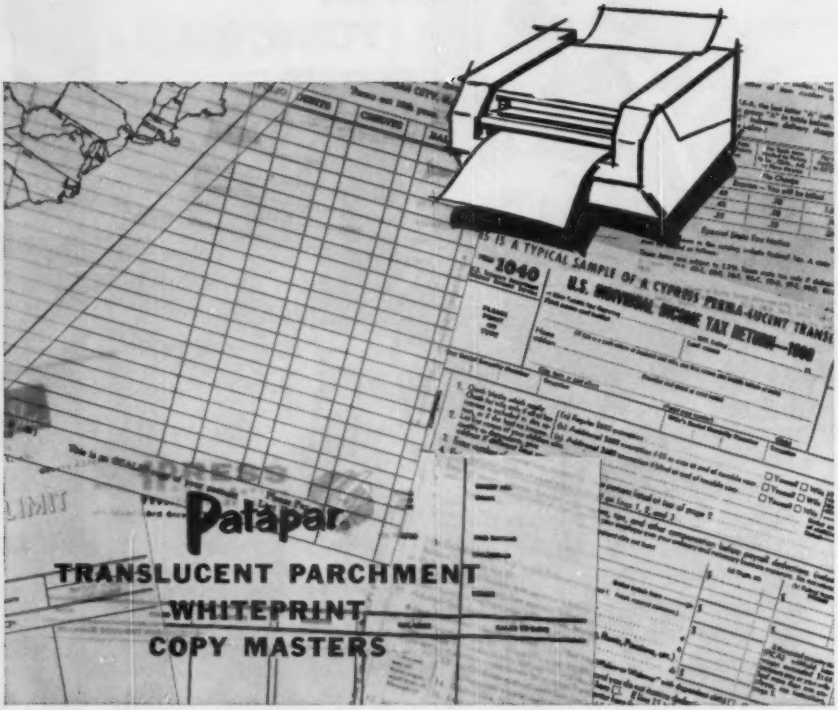


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**ACCOUNTING SYSTEMS: PROCEDURES AND METHODS by Cecil Gillespie. Prentice-Hall, Inc., Englewood Cliffs, N. J., 641 pp., $12.**

This simplified second edition brings a study of accounting systems up to date with modern concepts, methods and developments in office automation. Written in easy-to-understand terms, it provides the systems methodology to guide the practitioner who designs and installs complete systems or procedures, and will help the office manager or accountant who wants to improve present methods.

**MEN, MONEY AND MOTIVATION by Arch Patton. McGraw-Hill Book Co., 330 West 42nd St., New York 36, 233 pp., $7.50.**

Companies paying executives better than average compensation through soundly administered bonus plans are likely to have better than average profits. The author directed the first organized study of executive compensation and has studied the top-level pay problems of 150 companies. He cites a survey of large companies in 13 industries showing that top-paying companies doubled the average profit gain and have more than ten times the profit increment of poorest paying firms.

**PLANNING AND CONVERTING TO PUNCHED CARDS FOR PREMIUM BILLING & ACCOUNTING by Harry L. Archey Jr. Life Office Management Assn., 110 East 42nd St., New York 17, 32 pp., $3.**

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**TIRED FEELINGS AND HOW TO MASTER THEM by Donald A. & Eleanor C. Laird. McGraw-Hill, 330 West 42nd St., New York 36, 198 pp., $4.50.**

Advice to employers and companies who have a stake in their workers' state of health. Soft jobs produce the most insidious kind of tiredness that seems the most unaccountable and causes the most worry. Stresses similar to those that bring about combat fatigue occur daily in white-collar jobs. The solution to tiredness is not in making working hours shorter, but making the work more exciting, challenging and satisfying.

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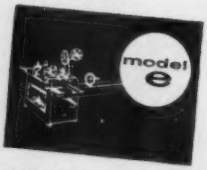


**Dept. O-5, 1644 N. Honore Street, Chicago 22, Illinois**

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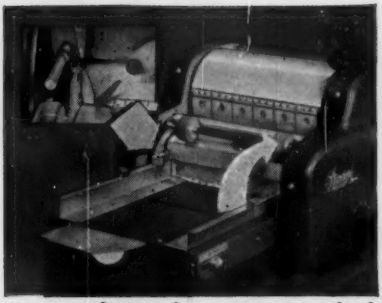
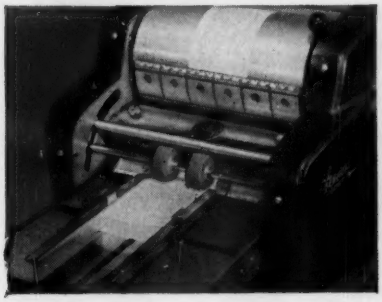


Arrow indicates how automatic feed swings away for loading tray or for hand feeding. (Inset) Exclusive, self-leveling stripper pin with optional blades for positive feeding of paper or card stock.



Feed rollers slide together, center feed small forms, coupons, post cards, automatically. Segmented master clamp with blockout slot firmly grips all masters. Scale on drum and tray for positioning.

# EVERYTHING YOU COULD WISH FOR IN A FLUID DUPLICATOR...

***answer to the copying problems of Business • Industry • Institutions***

## Standard ROCKET Electric

This fabulous Standard Rocket Duplicator goes like a blue streak . . . goes smoothly, quietly, faultlessly. The last word in design, it provides the fastest, most satisfactory method to reproduce rush notices and bulletins or to handle, in a single writing, all the copies necessary for purchasing, production, order-invoicing or for educational purposes. With motor self-contained, it's convenient to use on a desk, file top or table. Matching cabinet available, if desired.

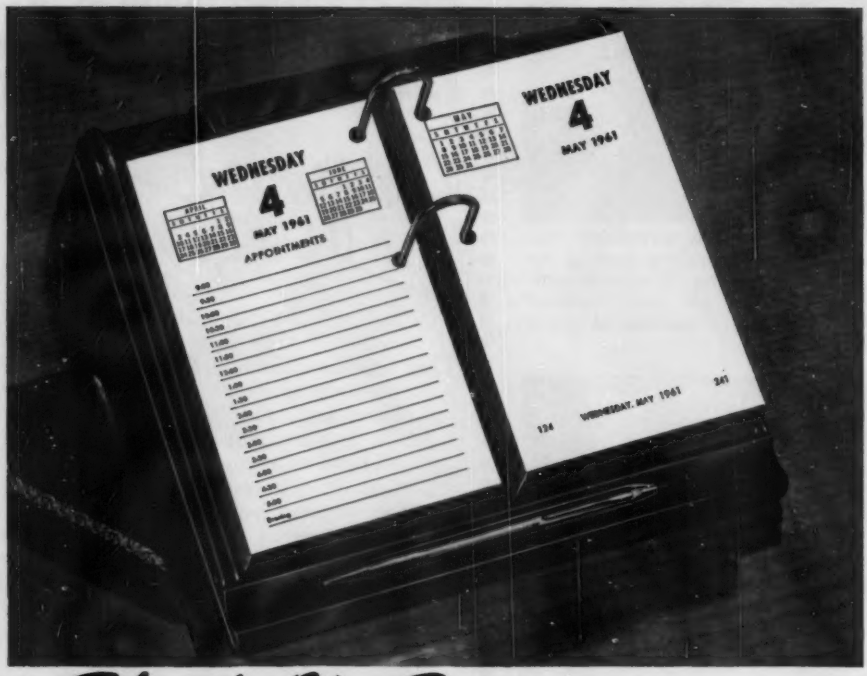
Standard, pioneer of fluid duplicating in America, with a proud reputation to uphold, guarantees you a top quality duplicator at a most reasonable price. Write for literature or a demonstration. There's no cost or obligation.

For More Information Circle No. 255

NEW ERA MODEL

Standard — THE CROWNING ACHIEVEMENT • FLUID DUPLICATING

**STANDARD DUPLICATING MACHINES CORPORATION, EVERETT 49, MASSACHUSETTS**




# *There's No Better Calendar Buy—anywhere ...than* EVER READY!

**Compare** its smart, pleasing design

**Compare** its sturdier, heavier construction

**Compare** its clean, uncluttered pages

**Compare** its sharp, 2-color printing

**Compare** its quality of paper

**Compare** its several use-features

**Compare** its nation-wide popularity

**Compare** its wider choice of colors

add these plus values, *then compare price*. You will find you are away ahead with Ever Ready desk calendars.

The EVER READY Calendar

*...America's foremost desk calendar*

**EVER READY CALENDAR MANUFACTURING CO.**
150 BAY STREET, JERSEY CITY, NEW JERSEY

For More Information Circle No. 237

# WHICH girl belongs to these legs?

Not Miss Clock-Watcher. She's been standing on a hard floor all day and her feet and back are aching—she can hardly wait to go home.

These legs belong to Miss Efficiency, above, whose boss provided her with a HYGIENIC FOOT COMFORT MAT. She's been standing all day too, yet her work is still accurate and efficient at closing time. Even her friendly "welcome customer" composure remains unruffled.

Here's the SECRET of

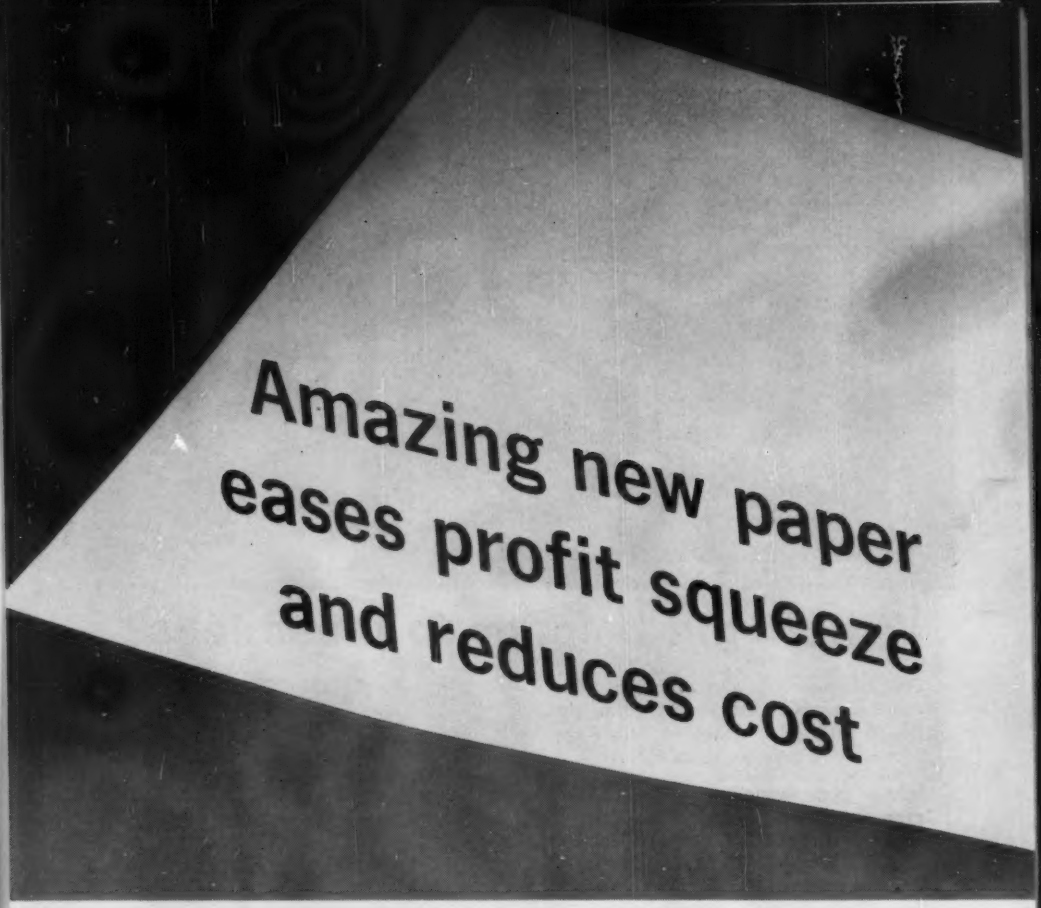
**HYGIENIC FOOT COMFORT MATS**

Your selection of a beautiful rubber tile flooring is bonded to a sponge rubber base. Unlike cheap utility mats, this combination provides proper support without being mushy—will wear for years without denting or puncturing. Edges are beveled for safety and appearance.

Available in: Both Mats and Runners
8 Decorator colors to match any office decor

**See your OFFICE SUPPLY DEALER or write to**
**FLOORING DIVISION—Dept. E**
**THE HYGIENIC DENTAL MANUFACTURING CO.**
**AKRON 10, OHIO, U.S.A.**

For More Information Circle No. 253




New A. B. Dick AZOFAX PROCESS turns a sheet of lightweight paper (and the data written, typed, drawn or printed on it) into a duplicating master in 4 seconds – automatically. Cuts cost of duplicated copies to less than ½¢ each.

# HOW

## a sheet of special paper can ease profit squeeze and reduce costs

FIND OUT HOW TO:

- cut the cost of forms printing
- reduce the size and cost of multi-part carbon sets
- free office personnel from actual master preparation
- use your original copy to image a duplicating master in 4 seconds—automatically
- get *all* copies needed of output from teleprinters, tabulators and automated business machines
- speed engineering and change paperwork
- eliminate costly overloads on diazo and whiteprinters

MAIL THIS CARD TODAY FOR FREE 4-PAGE FOLDER!

First Class
Permit No. 1877
Chicago, Ill.

**BUSINESS REPLY MAIL**
No Postage Stamp Necessary if Mailed in the United States

POSTAGE WILL BE PAID BY

**A. B. DICK COMPANY**
**5700 West Touhy Avenue**
**Chicago 48, Illinois**

# HOW

## a sheet of special paper can ease profit squeeze and reduce costs

FIND OUT HOW TO:

- cut the cost of forms printing
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- speed engineering and change paperwork
- eliminate costly overloads on diazo and whiteprinters

MAIL THIS CARD TODAY FOR FREE 4-PAGE FOLDER!

**A. B. Dick Company**
5700 Touhy Avenue
Chicago 48, Illinois

Gentlemen: Please send me, by return mail, your 4-page Azofax facts folder.

*Name* _____

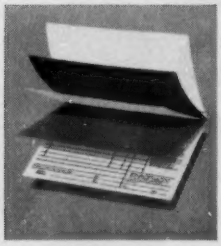
*Position* _____

*Organization* _____

*Address* _____

*City* _____ *Zone* _____ *State* _____

## ALL CAN PUT AZOFAX TO PROFITABLE USE



**OFFICE MANAGEMENT** can cut the cost of printed forms, the size and cost of multi-part carbon sets—and free office personnel from actual master preparation.

**SYSTEMS AND PROCEDURES** can simplify and lower cost of existing one-writing paperwork methods—and get all copies needed of output from teleprinters, tabulators and electronic computers.

**ENGINEERING** can speed specification and change paperwork—and eliminate costly overloads on diazo and whiteprinters.

Many managers are already evaluating the many ways in which Azofax can fit their plans to simplify paperwork, increase efficiency and reduce operating costs. You can, too. Send the attached postcard for your literature by return mail.

A·B·DICK®
DUPLICATING PRODUCTS

A. B. DICK and AZOFAX are trademarks of A. B. DICK Company

**For More Information Circle No. 248**

# NEW!

## GOODKIN HORIZONTAL 18" CAMERA

**High-speed quality production without devouring space . . .**

***only $895***

Goodkin's new Horizontal obeys every requirement for precision production of line and halftone work plus the first-step needs of Ektalith, Gevacopy and Xerography. Below are some of the key features. For the complete story, write us today.

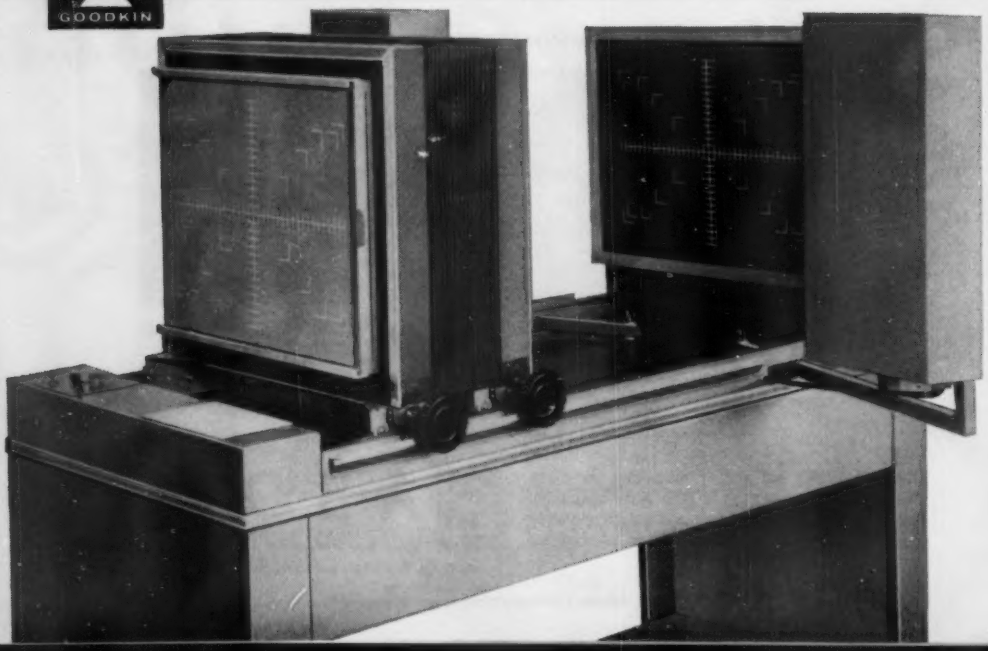
- Requires just 60" x 25" of floor space; ideal for operation inside or out of darkroom
- Individually calibrated f6.8-45 lens enlarges or reduces up to 300%; covers 14" x 18" focal plate area
- Each of four reflector flood lamps can be rotated full 360°; once set, need for repositioning is practically nil
- Special focus system assures ultimate in accuracy; ball-bearing guide wheels and rack-and-pinion track system permit smooth travel; eye-level loading and shooting

*Standard equipment: Lens, lights, timer and film holder. Priced slightly higher Denver and West.*

GOODKIN

The M. P. Goodkin Co. Dept. A 112 Arlington Street Newark, New Jersey

Circle No. 284



# curtis-young

makes and sells
every type
of inked ribbon...

# RIBBONS

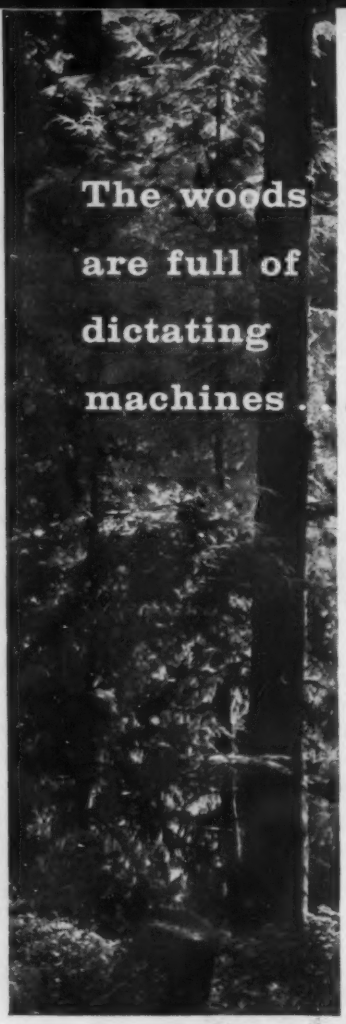
Made of SILK, NYLON, COTTON, PAPER, FILM—for TYPEWRITERS, TABULATING, BOOKKEEPING, ACCOUNTING, TELETYPE, ADDING MACHINES, CASH REGISTERS, COMPUTERS, CHECK PROTECTORS, TIME CLOCKS, DATERS OR ANY OTHER MACHINE OR DEVICE REQUIRING AN INKED RIBBON . . . in every color and inking for offset, hektograph, photographic or thermal copying.

**Specialists In:** Supplies for Liquid Process Duplicating • Master Units • Spirit Carbon • Printed Masters • Copy Paper • Duplicating Fluid • Photocopying Machines • Photocopy Papers & Chemicals and Miscellaneous Supplies • Carbon Papers • Inked Ribbons of every Description • Also makers of the Famous Copy-Right and Stand-By Copyholders

CURTIS-YOUNG CORPORATION

For More Information Circle No. 254

COPYING PRODUCTS THAT REFLECT YOUR GOOD JUDGMENT—*SINCE 1895*— 110 WEST 18th ST., NEW YORK 11, N. Y.



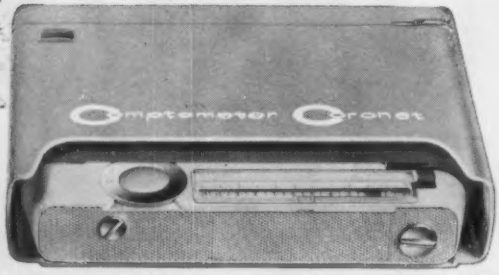

**. . . but there's only one**

# CORONET

Try it. Prove to yourself it has what you want in a dictating machine—for effortless dictation... in the office and in the field. Call the nearest Comptometer office for a demonstration. See the Yellow Pages or write:

**COMPTOMETER**
CORPORATION
5600 Jarvis Avenue, Chicago 48, Illinois

BUSINESS MACHINES • BUSINESS FORMS • GOLF EQUIPMENT
COMMUNICATION EQUIPMENT • ELECTRONIC PRODUCTS



For More Information Circle No. 216

## *Entirely NEW CONCEPT in Office Machine Stands...*

## Design — Construction — Performance — Value

**NEW!**
**MODEL**
**6002**

New Concept In:

- STRENGTH & RIGIDITY
- MACHINE SAFETY
- OPERATOR COMFORT
- RETRACT-A-BILITY
- PORTABILITY
- STAY-BILITY

*Design—Charles E. Jones and Associates, Inc.*

***NEW***
**MODEL**
**6500**

PAN TOP OFFICE MACHINE STAND — Versatile 15½" square pan. Square tubular legs. Modesty Panel. Retractable casters.

**MODEL**
**2500-GL**
*(with glides)*

**MODEL**
**2500-CA**
*(with casters)*

PHOTO COPYING...DUPLICATING MACHINE TABLE. Precisioned construction; heavy steel for insured rigidity. Top size: 30" wide, 18½" deep. Compartments and tray for supplies.

*Write for NEW '61 Catalog*

**TIFFANY® STAND CO.**

7350 FORSYTH • ST. LOUIS 5, MO.

For More Information Circle No. 215

# Rose

Makers of the world famous patented "STA-CLEAN" metallic protective-coated master units U.S. Pat. 2,671,734

What makes a company a leader in its field? We submit that these are the criteria:

- *Quality.* Does the company rigidly monitor production so that every order shipped is of the highest standard?
- *Service.* Does the company take pride in acknowledging orders promptly and in meeting promised delivery dates?
- *Research.* Most important, perhaps, does the company conduct a vigorous and extensive research program?

The company that is able to answer "yes" to these questions is the leader in any field.

In the field of spirit carbon papers and master units, we firmly believe the leader is Rose.

Adolph Rose

Adolph Rose, President
ROSE RIBBON & CARBON MFG. CO., INC.
Harrison, New Jersey, U.S.A.
*A subsidiary of Bemis Bro. Bag Co.*

*Specializing in Master Units*
*Spirit & Hectograph Carbon Papers*

BEMIS

For More Information Circle No. 259

# your complete line of money-makers:

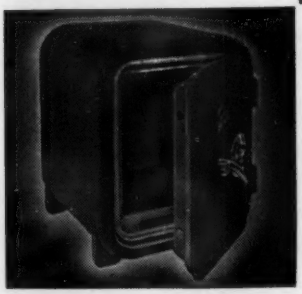
## itemizing cash registers adding machines • safes

Here is the opportunity of your lifetime! The complete line of low-priced REGNA cash registers and adding machines means: PROFITS, PROFITS and more PROFITS!

Fascinating, jet-aged models meet every demand of today's and tomorrow's business-builders. Choice of electric, hand, 10-key or full-keyboard.

Send today for information and literature.

**Move fast — it's profitable!**



JOELI fireproof safes, of revolutionary new design, sweep the world with fantastic sales success. Several sizes and models available.

**In Canada: Regna Cash Registers of Canada Ltd.**
**704 Notre Dame St. W. Montreal, Que.**
**OUTSIDE CONTINENTAL U.S.:**
**Jorgen S. Lien, Box 522, Bergen, Norway**

**It's low-priced! It's profitable!**
**Mail the coupon. Mail it today.**
**Mail it NOW!**

**REGNA CASH REGISTERS INC.**
**175 Fifth Avenue, New York 10, N. Y.**

Gentlemen:
Please rush more information on the complete line of REGNA cash registers, REGNA adding machines, Joeli fireproof safes, and outline advantages of becoming an independent Regna-Joeli Dealer.

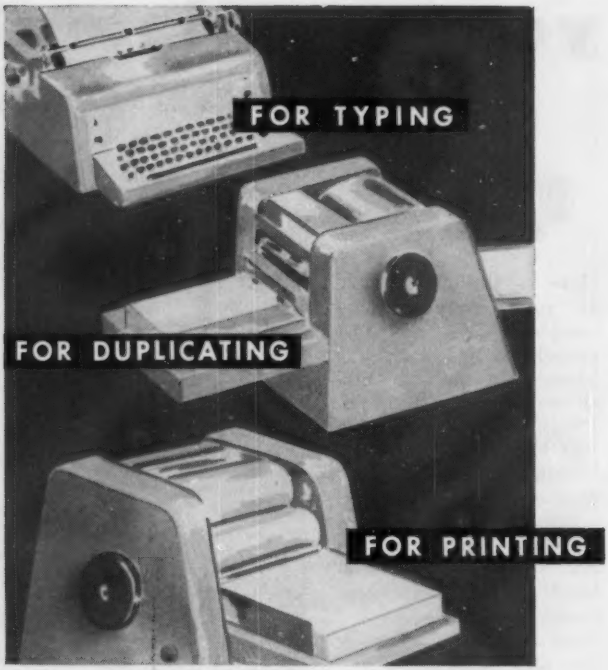
NAME .....

ADDRESS .....

CITY .....

ZONE .....STATE .....

**For More Information Circle No. 291**




MACKINAC®
JOB-READY
BUSINESS PAPERS

# Most complete line of business papers for office uses

Send for 12-page illustrated booklet explaining applications of the 7 Grades of MACKINAC papers:

**MACKINAC BOND**
**MACKINAC DUPLICATOR**
**MACKINAC MANIFOLD**
**MACKINAC MIMEO**
**MACKINAC OFFSET**
**MACKINAC OPAQUE**
**MACKINAC VELLVM**

MACKINAC Job-Ready BUSINESS PAPERS are designed for maximum efficiency on all modern printing and duplicating machines. Each of the 7 grades, including Manifold and Vellum, has a printing surface especially prepared to give the best possible reproductions in the process for which it is made. Precision cut at the mill to sizes 8½x11 and 8½x14. Vellum is made in 40, 50 and 60#, White only. All other grades are made in brilliant White and six bright colors that match across the line.

*Sold exclusively through Paper Merchants*

**FLETCHER**
**PAPER COMPANY**

General Sales Offices: 20 N. WACKER, CHICAGO 6, ILLINOIS

Mill at ALPENA, MICHIGAN

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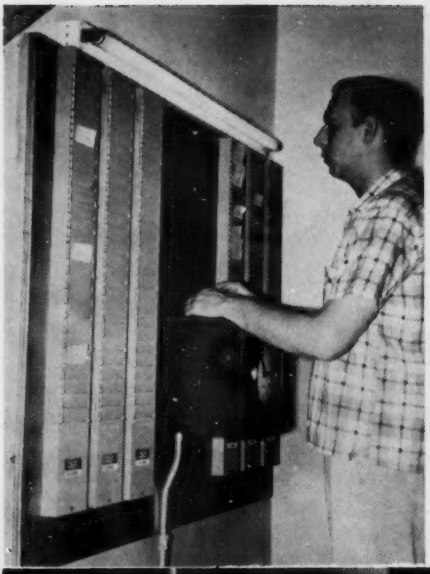
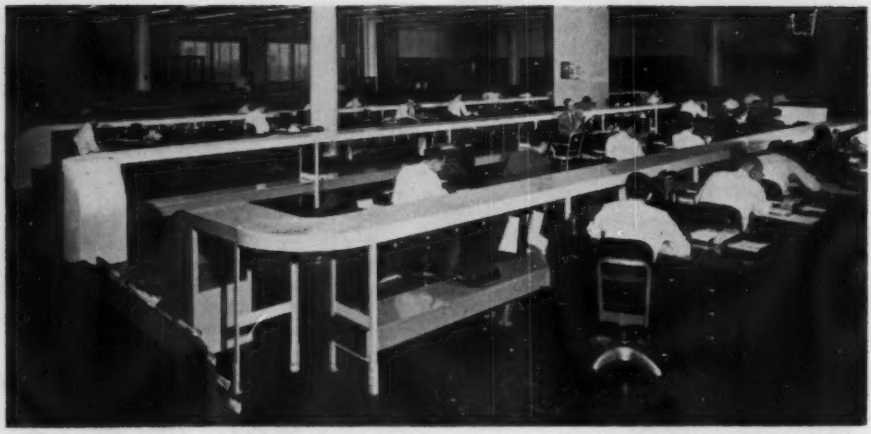


# Camera!

**Richard Hein shows how sightless workers at the Cincinnati Assn. for the Blind use a standard Clipper timeclock made by Cincinnati Time Recorder Co. No special attachments or modifications are needed since timeclock automatically centers card and prints time. The only concessions to lack of sight are screws on the sides of card racks, located at every fifth holder so that workers can find their exact card slot.**

Wide World Photos

**New York City's Mayor Robert F. Wagner (right) and Abraham Beame, budget director, examine a copy of the city's $2½-billion budget which contains 3276 pages and weighs 34 lbs. Mayor Wagner is keynote speaker at the annual conference of the Assn. of Records Executives & Administrators this month.**

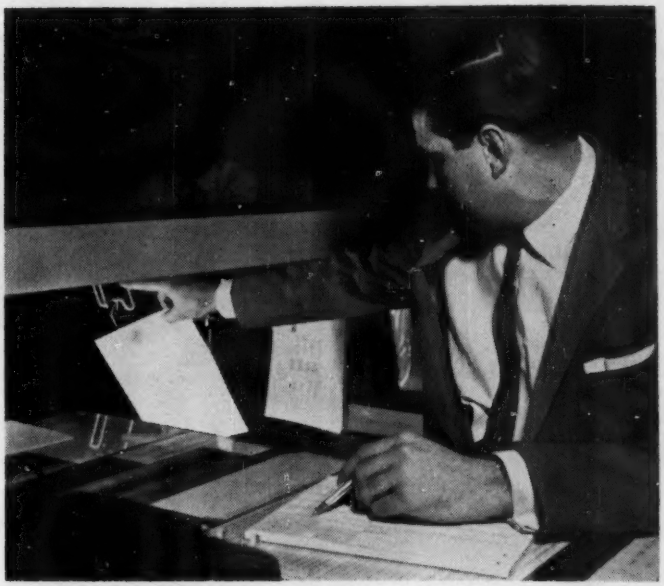


**A constant-speed mechanical conveyor system moves 35 ft. per minute through the five-story Chicago service center of Joseph T. Ryerson & Son where Robert F. Jackson is manager of office services. Here three lines serve 40 men in the sales department.**

## Paperwork Conveyor Serves

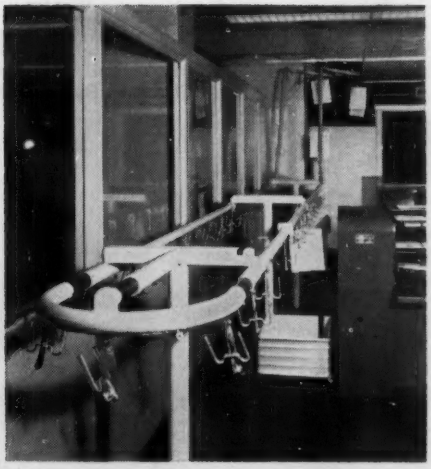
**The conveyor, mounted on ceilings, walls and floors, makes many turns as it carries forms, mail, and material to and from files, from floor to floor.**

A member of the general order department attaches a handwritten phone order to the conveyor which will carry it to the entry section where it will be converted into a multi-part form.

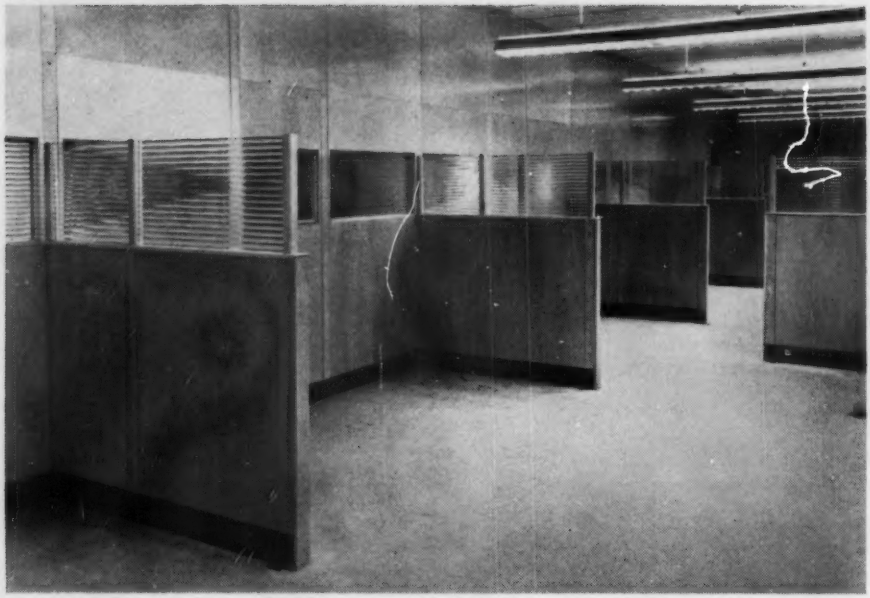


## Five-Story Ryerson Building

Conveyor, made by Chainveyor Corp., Los Angeles, dips under the floor (and comes up again) to maintain a clear aisle here.



Handwritten orders automatically drop into tray at forms writing station. For information on Chainveyors, Circle No. 465.

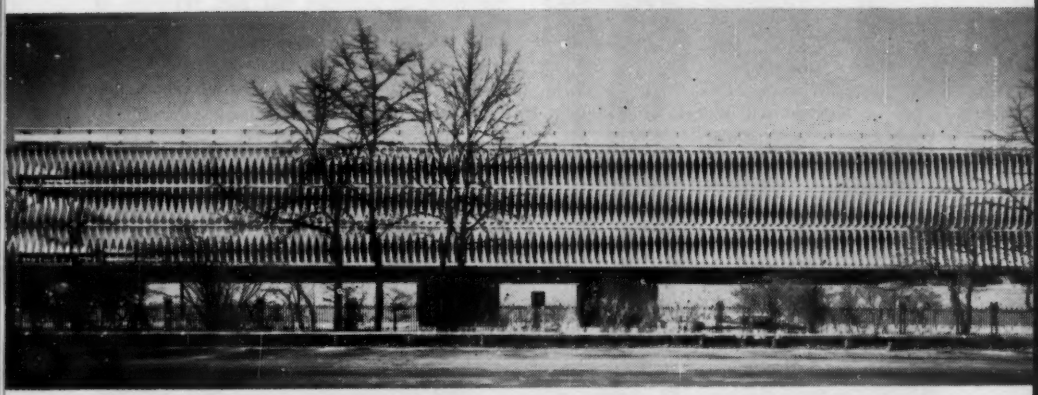


**Over 3½ miles of natural wood surfaced Executive partitions were installed in the Moorestown, N. J., plant of Radio Corp. of America by Modern Partitions, Inc., of Holland, Mich.**

**Typing is a required subject at Wayland, Mass., High School. Classroom with seats in three tiers (below) enables 150 students to learn typing at one time. Visual aids are used and typewriters are available at all times for between-session practice. Portables are used for all students. A limited number of standard and electric typewriters are available to those specializing in business study.**

The new main office building for the National Bank of Detroit won awards for Albert Kahn Associated Architects & Engineers, Inc., Detroit, from the American Institute of Steel Construction and the Detroit chapter of American Institute of Architects.

# Prize Winning Buildings in Detroit



The new parking structure for the Henry Ford Hospital not only won the local AIA award, but was selected for exhibition at the Institute of Civil Engineers, London, as being of worldwide significance.

Secretary E. C. Hammond's office is typical of executive offices on two top floors.

# Georgia Power's New Electric Building Is "Heated with Light"

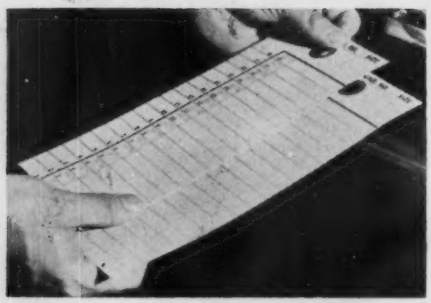
The new 22-story home office building of Georgia Power Co., Atlanta, contains several unique features. An impressive 85-ft. fountain (left) is electrically controlled for varying effects of water and colored lighting. Behind it is a huge lobby (opposite page) which can house displays and public service functions. Many kinds of lighting are used to enhance the rich textures of the lobby's Carrara marble floors and walls. Near the lobby is an auditorium seating 250 for company and civic functions. An all-electric kitchen serves lunch-

Key punch section of Georgia Power Company's central billing office.

Handsome hanging stair in executive reception area leads to offices on top floor.

eon and dinner meetings. Space for 253 autos is provided in a five-floor open deck parking area at the rear. White marble columns and gray aluminum, glass and porcelain enamel curtain walls with 1000 fixed, tinted glass windows cover exterior of building. (For exterior view see THE OFFICE, April 1961, page 60.) Building is electrically heated. As conditioned air is returned from office areas through the void above the ceiling, the heat generated by recessed lighting fixtures supplies sufficient heat on cool spring and fall days. This amounts to "heating with light." As weather gets colder and thermostats call for more heat, electric resistance heaters in each air handling system provide additional heat for the air as it passes through mixing boxes in ductwork. During short periods when the temperature is very low, 500-watt electric resistance heaters in exterior walls below each window turn on automatically.

Data processing section handles more than 34,000 bills daily.



**R. S. MacKenzie, purchasing agent for Dennison Mfg. Co., Framingham, Mass., checks 12-pt. caliper of a piecework ticket made from tag stock supplied by the Hollingsworth & Whitney Div., Scott Paper Co., which enables Dennison customers to duplicate twice as many piecework tickets from a single spirit master.**

# Spirit Duplicated Piecework Tickets

**Elmendorf tearing tests conducted by Dennison show that the tag stock is more tear-resistant. The company now converts the stock to piecework tickets for the shoe and garment industries. For more information about this tag stock, Circle No. 468.**

# ECONOMY

## *with* ROL·DEX *you get* ECONOMY!

*because:*

- records ROLL to the seated clerk
- all records are immediately accessible
- better control; easier supervision
- random reference is no problem
- no waiting for hidden, motor-driven trays
- fewer personnel can handle large volumes of records

*find out about all the other advantages of Rol-Dex equipment. It's built to fit your system, your form size, your volume, your space, your expansion plans.*

For More Information
Circle No. 199

Rol-Dex Division

ROL·DEX

*pat. and pats. pending*

WATSON MANUFACTURING COMPANY, Inc.
Jamestown, New York

WATSON MANUFACTURING COMPANY, INC.
Rol-Dex Division, Dept. G-6, Jamestown, New York

Please send literature on Rol-Dex record handling equipment.

Name ..... Title .....

Firm .....

Street .....

City ..... State .....

# NOW: YOUR SPIRIT DUPLICATING CAN BE AS CLEAN AS THIS PAGE

The degree of cleanliness achieved by new Columbia Plastisol Spirit Ready-Masters was but a few years ago only a laboratory dream and a typist's hope.

This new cleanliness is the product of Columbia research and development. It is obtained by the use of chemically integrated dyes suspended in plastic composition.

In preparation, handling and duplicating of all types of masters from simple carbon units to complex forms for office systems applications and data processing, cleanliness is the word—figuratively and literally.

In addition to cleanliness the user is assured crisp, clear copies throughout the duplicating run. Long highly uniform runs and the ability to re-run are added assets. And the new Plastisol Spirit Ready-Masters go into action immediately—no build-up with the resultant waste of paper.

Whether it's in flat sheets, master units, continuous forms, teletypewriter rolls or interleaved sets, a Plastisol spirit carbon will handle the job. Get this new cleanliness. Get Columbia Plastisol Spirit Duplicating Masters.

For free demonstration consult yellow pages for Columbia dealer nearest you. For further information write to "Plastisol Division" at either address below.

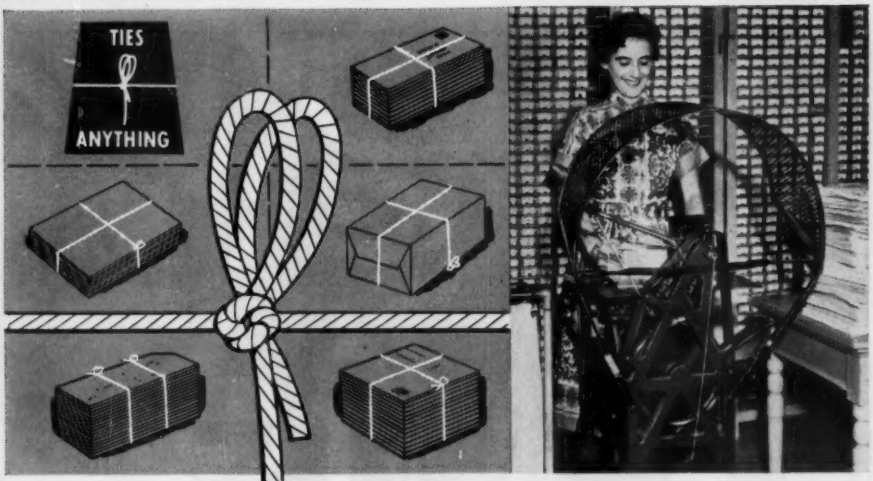
PLASTISOL SPIRIT MASTERS

BY *Columbia*

Columbia Ribbon & Carbon Mfg. Co., Inc., Glen Cove, N. Y.
Columbia Ribbon & Carbon Pacific, Inc., Duarte, Calif.

**For More Information Circle No. 250**

Jamestown, New York




# TIE IT 10 times faster by machine

Anything you tie or tape by hand is costing you more than it should.

A Bunn Tying Machine ties neater, tighter and 10 times faster. Saves up to 50% in tying costs. Easily operated. Adjusts automatically to package sizes. Wheels easily from one location to another.

Learn how Bunn twine-tying machines can increase efficiency and reduce costs in your office by tying mail, packages, office forms for storage, catalogs, price sheets, parcel post packages, etc.

Free illustrated brochure tells all. Just fill out the coupon below.

**This slip-proof, tamper-proof knot always says, "Tied by Bunn."**

# BUNN

**PACKAGE TYING MACHINES for over half a century**

**B. H. BUNN COMPANY**

7605 Vincennes Ave., Dept. OF-51, Chicago 20, Ill.
*Export Dept.: 10406 S. Western Ave., Chicago 43, Ill.*

**FREE BROCHURE**

B. H. BUNN CO., Dept. OF-51
7605 Vincennes Ave., Chicago 20, Ill.

Please send free brochure which illustrates how we may cut costs with a Bunn Package Tying Machine.

Name_____

Company_____

Address_____

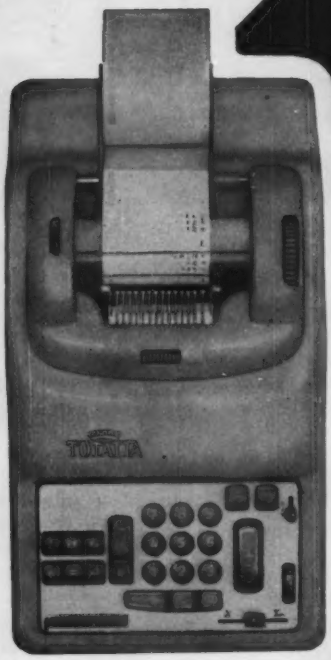
City_____ Zone_____ State_____

1045

For More Information Circle No. 283

# DIVISION

## Mod. 8381

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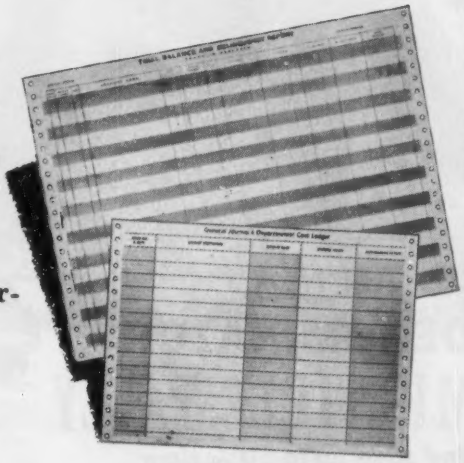

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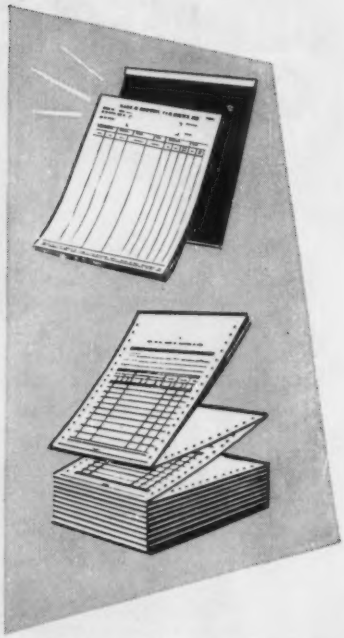

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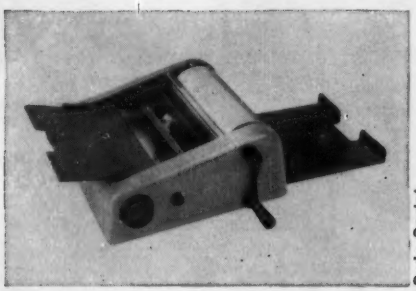

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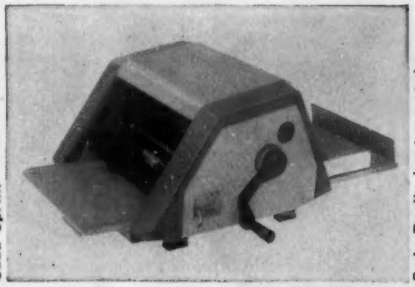

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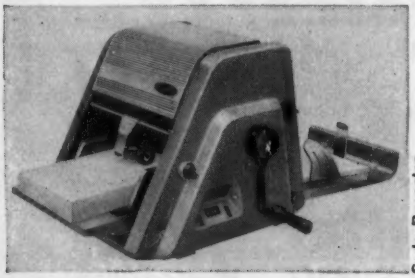
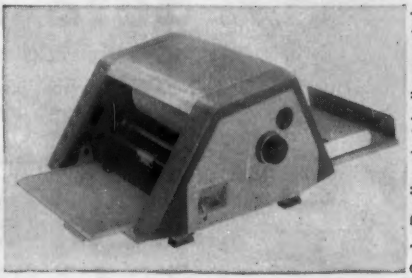


Sada Reporter



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For More Information Circle No. 205

# Office Work on the High Seas: Aboard a Passenger Liner

SIDNEY FELDMAN

PRACTICALLY ALL of the nation's paperwork is done on land, but papers, forms and documents also have to be handled at sea aboard the thousand ships that comprise the U.S. Merchant Marine. Though this paperwork differs according to the type of vessel and shipping line, as it does between different types of offices on land, the general pattern is common to all. This article discusses clerical work aboard certain ships of the Grace Line, Inc., plying the waters between ports in the U.S. and Latin America.

Ships are floating businesses. Freighters, and other cargo ships, are almost entirely concerned with transporting goods or raw materials. Sometimes they carry a few passengers. Here, however, we are going to discuss Grace's more glamourously appointed luxury liners that carry passengers and cargo. These are the "Santas": the *Santa Rosa* and *Santa Paula,* latest additions to Grace's passenger-cargo vessels that are aiding our growing trade with Latin America.

Because initial cost—the two ships averaged about $25 million each to build—and operating expenses are high,

**The purser's office aboard the Santa Rosa resembles a land-based office except that there are no female personnel.**

**Turn page sideways to see the ship's forms relating to passengers, crew, cargo and even stowaways. Letterpress, offset, stencil and spirit duplicating are represented.**

the economics of the business dictate that all ships be turned around and headed to the next port as rapidly as possible. Time is money!

Yet paperwork keeps ships tied to the quayside by a flood of detail to do with passengers, baggage and mail, crew and cargo. Handling the paperwork is part of the job of the ship's purser and his staff. Behind the ship's purser is the port purser who handles land-liaison with the vessel. He is also responsible for the employment, instruction and general supervision of the seagoing purser's staff. He keeps shipboard pursers informed by bulletins, memos and radio. His staff prepares forms and does other work to relieve the load of shipboard pursers and their staffs.

Aboard the luxurious Santa ships, the purser's workplace is like any other well run office. Along one wall (or bulkhead) is a long counter over which he and his staff transact much of their business with passengers. Behind the metal desks and chairs is another bulkhead, lined with safe deposit boxes and file drawers. Elsewhere aboardship is a specie tank to store gold, silver or other bullion or valuables in bulk. Both deposit boxes and tanks are made by Herring-Hall-Marvin Safe Co. Other office

**First assistant purser, David Duff, tallies accounts on a Victor adding machine.**

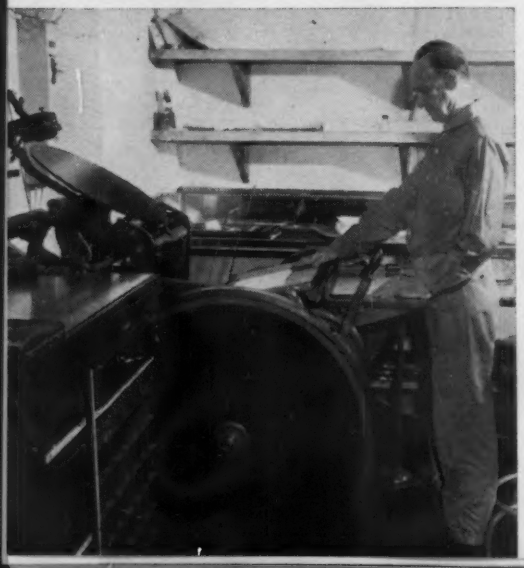
**Chief purser Julian Palacios (left) greets passengers visiting the purser's office aboard the Santa Rosa. The ship is pictured on the cover of this issue.**

equipment includes Victor adding machines and calculators, electric typewriters and clocks. A telephone switchboard connects the office with all staterooms and other parts of the vessel.

Nearby there is equipment for a public address system through which announcements are made to all parts of the ship. The system also broadcasts tape-recorded music. A Multilith is used to reproduce the ship's newspaper, "The Spanish-American Daily Radio News," containing general news, sports scores, the daily program of ship's events, etc. In a complete print shop on another deck, daily menus, passenger lists, souvenir programs, and other printed forms and pamphlets are turned out.

A second, somewhat similar office handles paperwork pertaining to crew and cargo. In this office there are Remington typewriters, electric clocks, a safe, and bins to store office supplies. Many of the forms used aboardship are run off on Multilith and Ditto duplicators. On the two Santa ships all quarters, including those of the purser and his staff, are air conditioned. Not all vessels are so well fitted, but these two liners are the last word in modern design.

**A complete print shop aboard ship turns out daily menus, souvenir programs, passenger lists and other forms.**



Aboardship the purser is the line's chief representative to the passengers. At the start of each voyage, he is given a lump sum, or "purse," that he uses to transact immediate ship's business. This includes such passenger facilities as the barber shop, beauty parlor, laundry, novelty shop, and general services such as private radiograms (all charged on the passengers' statements) and land tours.

All other receipts and disbursements are handled in the purser's cashbook: funds retained, *bon voyage* sales in port, advances to crew, etc. Records are also kept of foreign currency transactions and summaries of tours, deck chair rentals, etc. These records are balanced and submitted to auditors at the end of each trip.

The purser also "takes attendance," by keeping track of all passengers whose names, destinations and cabin locations are listed on a large Berthing Sheet. Passenger lists are drawn up by the purser's office, duplicated and displayed on a bulletin board for passenger information. Fancily printed lists are prepared in booklet format as passenger souvenirs.

The purser handles all office work for passengers and crew, also much of that connected with the cargo, but he has nothing to do with the paperwork connected with navigation. This is entirely the province of the captain and his deck officers. The purser does, however, complete a form called the Commander's Abstract of Voyage, a dupli-

**Switchboard in the purser's office links the ship's telephones. Visible files list passengers, stations and other areas. There also is a public address system over which announcements can be made to all parts of the ship.**

cated commander's report of the trip which is submitted to the line. It cites statistics and details to do with ports of call, arrivals and departures, duration in port, passengers, mail, cargo, fuel, draft of ship at arrival and at sailing, plus any unusual occurrences during the voyage.

Records for all the crew are kept by the purser to facilitate payrolls and meet various port requirements. He also keeps a crew list, an official U.S. document of the Treasury Dept., Customs Service, and Dept. of Justice (Immigration and Naturalization). This form lists crew members' names, nationality, passport numbers, positions, where shipped or engaged, other identification, and next of kin.

The 26″ x 17″ crew payroll form shows each one's name, rating, social security number, straight time wages plus overtime, deductions including witholding taxes, and "slops" (purchases from the ship's store or "slop chest"). All this is extended to gross pay, total deductions and balance due. Each crewmember signs the sheet after receiving his paycheck.

Because various allowances have to be made, the payroll form is somewhat complicated. These allowances include those made in lieu of weekly pay. Final payment of wages takes place at the end of each trip, with the purser acting as paymaster.

Current practice on the Santa vessels is to prepare the payroll on board in the purser's office. Once in port it is audited by the payroll department ashore, then returned to the ship for payment of the crew. However, the line is working on a new system. Payroll information would be radioed from ship to shore a few hours before the vessel was due to dock. The port purser would then forward the data to the line's electronic computer in New York where paychecks would be written automatically. Crewmembers could then have their paychecks without delay as soon as the ship docked.

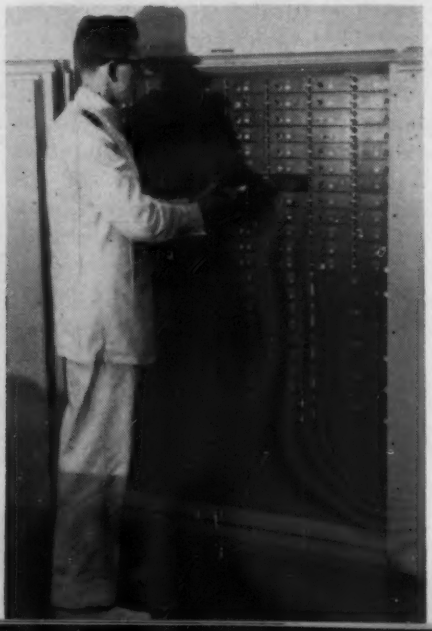
Paperwork for freight, including cargo, baggage and mail is handled by the purser who manifests (draws up a list) the ship's cargo for customs (all

freight imported into the U.S.) He also handles bills of lading. Three classes of cargo are stowed in the ship's holds: special stowage of fragile or highly valuable cargo (*i.e.*, bullion) for which the shipper pays extra; general stowage, and refrigerated cargo. The purser's staff handles the checking out of the special cargo, which has usually been checked in by the port purser's staff using Special Cargo check sheets.

Unaccompanied baggage (baggage sent by a person who is not aboard) is treated as special cargo and recorded on an Unaccompanied Baggage Manifest. Passengers' baggage is checked on and off the vessel using a Receipt & Tally of Baggage form.

When cargo is loaded aboard, a record is made of where it is stowed. This Cargo Distribution or Loading Report shows total tonnage of cargo, where distributed, and ports of destination. Similar data are contained on a large, hectograph duplicated Stowage Plan showing the outline of each deck, all goods aboard, how much of each commodity, where located, and destination. Cargo for importation into the U.S. is shown on a Cargo Sorting List that contains similar information to the Cargo Distribution in slightly different form.

**An assistant purser gets a passenger's safety deposit box from the ship's vault, another of the pursers' many duties.**



**After more than two decades at sea, Oscar Hauger, port purser, runs the pier office which aids the pursers aboard ship.**

Whenever anything happens to the cargo, or if there is any damage or theft of shipments, details are listed on an Over, Short and Damaged Cargo form. "Over" means cargo mistakenly overcarried or overlanded beyond its intended destination. This form is used for reference in compensation claims.

As if all this were not enough, it is the purser's lot to have to deal with those uninvited guests aboardship: stowaways. He reports the apprehension of such a person on a Stowaway Data form prepared in quintuplicate. It records the name of the vessel, voyage, date, plus details relevant to the stowaway: identification marks, if any; friends, relatives at port of embarkation; where found and by whom, etc. However, a purser rarely has to fill out this form more than half a dozen times during his entire seagoing career.

# Office Work on the High Seas: Aboard an Aircraft Carrier

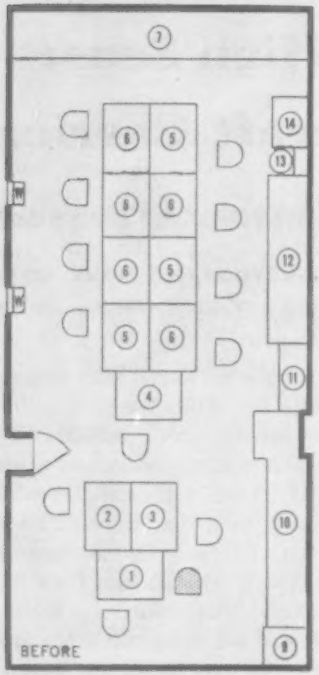
**Ship's Clerk WILLIAM E. PINK, USN,**
**Personnel Officer, U.S.S. Franklin D. Roosevelt**

ABOARD AN AIRCRAFT carrier, such as the 60,000-ton U.S.S. *Franklin D. Roosevelt* (CVA42), there are at least 50 separate offices. In many ways these are similar to offices ashore, but in one respect a shipboard office differs radically—all the furnishings are practically immovable. Desks and file cabinets are securely welded into place when the ship is built. Unfortunately, once the furnishings have been secured there is a tendency to accept them where they are and build everything else around them. Aboard the *Roosevelt* we decided it was time for a complete change in our personnel office so we called the welders back. Shipbuilders may be able to produce trim and fine looking vessels, but their ideas about office layout are not always the most efficient.

The primary mission of the personnel office is to handle transactions for some 2400 enlisted crew members, under direction of a personnel officer and a staff of 11 personnelmen and trainees. Each new man coming aboard the ship for duty is interviewed and assigned to his billet. During the man's stay aboard, members of the personnel staff process his requests for shore leave, maintain his official service record, advance him in rating and perform numerous other services. Upon the man's completion of duty aboard the ship, personnelmen process him for transfer to another naval activity or separate him from the service. Every sailor aboard ship knows the location of the personnel office and more than 100 visit it on an average working day. To meet their needs the office must be operated at peak efficiency.

In some areas the principles of office layout cannot be applied aboard ship. For example, space aboard any Navy ship is at a premium and the usual standards of office space allocations for executive and clerical personnel, which are followed ashore, could never be met. Even the Navy's suggested minimum of 45 sq. ft. for an office clerk is seldom available aboard ship. Fortunately, sailors are used to living in cramped quarters and working in close areas. As far as shipboard offices are concerned, the personnel office is large. It is the largest office aboard the

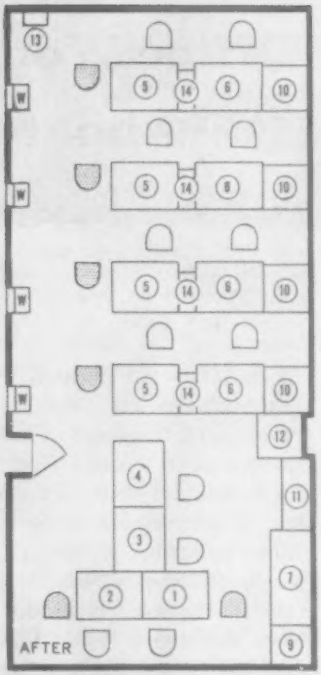
## Before and After Floorplans of the Personnel Office




1. Personnel Officer.
2. Chief Personnelman.
3. Correspondence and Reports Personnelman.
4. Messenger and Supply Clerk.
5. Personnelman.
6. Personnelman trainee.
7. BEFORE: 16-ft. long, desk high, supply cabinet. AFTER: 5-ft. long, desk high, supply cabinet.

W. BEFORE: Two windows with counters. AFTER: Four windows with counters for each alphabetical record unit.

9. Safe.




10. BEFORE: Nine 4-drawer files for enlisted service records. AFTER: Eight 4-drawer files. Two cabinets per record unit.
11. Supply cabinet.
12. BEFORE: Seven 4-drawer general files. AFTER: Two 4-drawer files.
13. Coffee mess.
14. BEFORE: Six visible files for enlisted personnel accounting cards. AFTER: Four visible files on desk-high platform.

Shaded Chairs. BEFORE: One chair for guests or crew members having business in office. AFTER: Each Personnelman has a chair by his desk for guests or crew members.

*Roosevelt,* although it measures only 16 by 36 ft. Crammed into this 576 sq. ft. area, before we started revamping, were 12 single pedestal desks, 16 four-drawer file cabinets, six visible file units, two large storage cabinets and a safe. In addition, there was the one item that gave the office its Navy flavor—a coffee mess. We still thought, however, that the little space available could be better utilized by adopting good office layout practices.

One cardinal principle is that all desks should, if possible, face the same way to avoid distractions to workers by having them face each other and pro-

vide a more uniform arrangement. Our personnel office desks were originally clustered in two groups. A group of nine desks was arranged to resemble a large dining room table. Here each personnelman looked squarely across his desk at another worker. With this arrangement each man felt the same compulsion to be polite and enter into a conversation as he would be expected to do at a dinner table. It also became the accepted pattern to pass along work from one desk to another as you would a platter of food. There was nothing wrong with this procedure if each person through which the work passed had some action to take on it, but unfortunately this was not the case. Another disadvantage to the dinner table arrangement was that anyone approaching the men had to do so from behind, as a waiter serving a guest.

Motion economy requires that everything an individual needs to do a job be within an efficient work area. In our office, almost all personnel transactions require the use of enlisted men's service records and it is best to maintain these close to our personnelmen. The original layout neglected to consider this, and the service record files occupied nine cabinets welded into place along one side of the office. No one was able to obtain a record without leaving his desk. The same situation existed with personnel accounting cards which were maintained on each crew member in visible card files. New men coming into the office as trainees were often given the menial task of carrying records back and forth between the desks and the files.

To avoid having workers sit in main traffic aisles is another common-sense principle. Here again our office's original desk arrangement was at fault. With the exception of the personnel officer, all individuals sat with their chair in a main traffic aisle. Hardly a file drawer could be opened without annoying someone sitting nearby.

To overcome most of our layout problems, we started with a floorplan of the office space drawn ½″ to 1 ft. All fixtures that restricted usable floorspace (such as the door, air vents, electrical cables and steam pipes) were indicated. All furnishings were represented by templates placed on the layout. We manipulated these pieces on the chart hoping to find a better arrangement, but after a few moves we realized our approach was completely wrong because we were assuming there was a need for everything in the office. There wasn't a file drawer empty or a storage space vacant but that alone was no justification for having them. We

**In the original office layout, there was a path of annoyance behind each personnelman's chair.**

Official Photo, U. S. Navy

**The results of Operation Paper Purge aboard the U.S.S. Franklin D. Roosevelt.**

stopped and embarked on Operation Paper Purge.

Operation Paper Purge had two objectives: to reduce the supply of forms and paper we stocked and eliminate unnecessary files. Since supplies were easier to eliminate, we started there. Obsolete forms were destroyed and all but a six month's supply of current forms were turned back to our supply department. It was not unusual to find we had five and six year's supply of some items (we had enough Enlistment Contracts to last us until 1972). In the end we reduced our supplies storage space to one-fourth our previous requirements.

Purging the files took a little longer. The Navy has a schedule for the retirement of old files which we followed to the letter. All general correspondence files of no historical value are destroyed after two years. Each personnel report or form has a scheduled destruction date ranging anywhere from two months to five years. By complying with these schedules we emptied 18 file drawers. By eliminating files of material available in other ship's offices, we emptied another six file drawers. The paper purge produced such remarkable results we decided to apply it to our 2400 enlisted personnel service records. From each record we carefully removed all duplicate copies of orders, forms and papers that had served their purpose. When we were finished, the records previously tightly filed in 36 drawers occupied only 24 file drawers. Then we went back to our layout. Files and storage cabinets which had occupied approximately 40 sq. ft. of floorspace had been eliminated.

Finally we hit upon the idea of pairing all desks so that each worker and his assistant would sit side-by-side. Then we made every effort to place all the material a worker needed within a maximum efficient work area. Four record units were established, each with a personnelman and a trainee to handle an alphabetical segment of approximately 600 crew members. The enlisted service record files and personnel accounting cards for each segment were placed within the work area. Everything the worker needed, including forms and supplies, was within easy reach and he was now able to do his work with minimum fatigue, loss of time or waste of effort. Each record unit was identical in layout and equipment. Two additional windows were added so that each unit had one. The windows were marked with the appropriate alphabetical segment so that personnelmen would serve only crew members in their particular unit. Each record unit had a chair next to the personnelman's desk for guests or crew members to use while conducting business. At the other end of the office, the personnel officer and his chief were side-by-side and could observe the entire office staff. The man in charge of

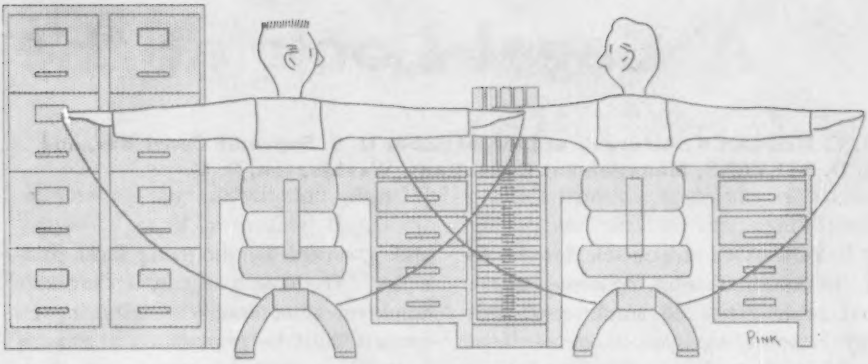
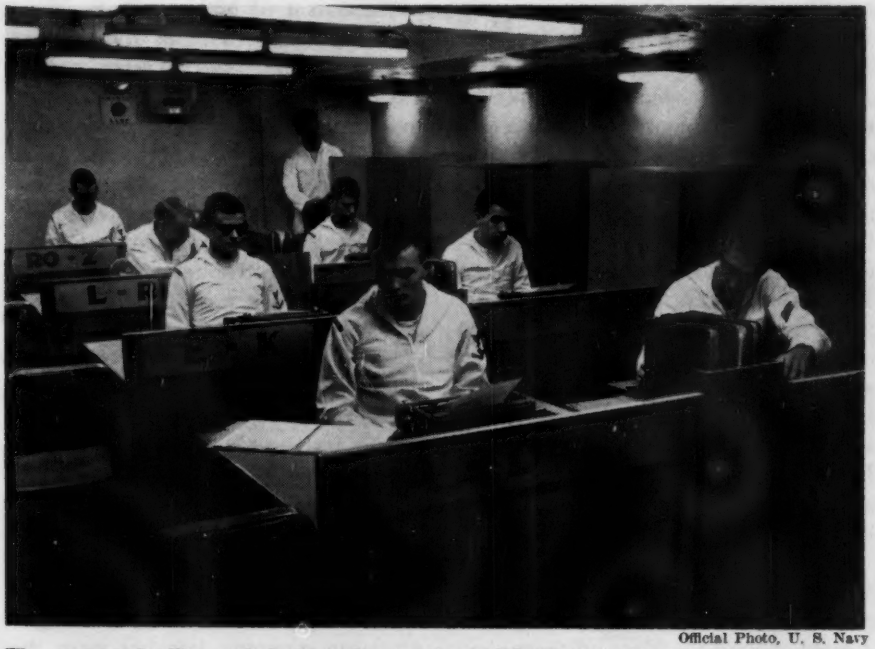



**Diagram of the new work stations (see photo below).**

supplies had all of his supply cabinets close at hand. No one was sitting in a traffic aisle.

So, if your office does not seem to be functioning at peak efficiency, why not look at your layout? Your desks and file cabinets can be moved—they're not welded down.



Official Photo, U. S. Navy

**The personnel office as it looks today on the U.S.S. Franklin D. Roosevelt which appears on the cover of this issue.**

# A Legal Look at the

**G. T. MEDLOCK, Attorney at Law, Member U. S. Supreme Court Bar, and R. D. STEVENS, Management Consultant, Washington, D. C.**

IF YOU ARE responsible for the selection, induction, training, morale and productivity of employees, every day in some way you encounter legal problems that affect both your employer and the employees. It is not necessary that you be a legal expert, but you should familiarize yourself with some basic points of law. Legal principles governing the relationship of employer and employee arise largely out of contract and tort law.

The principal difference between employer and employee is the degree of control exercised over the employee by the employer, in contrast to the degree of control exercised by the employer over the independent contractor. While an employee in your office acts under the direction and control of your employer, the independent contractor contracts to produce a certain result.

Do not be alarmed at the technicalities of learning the aspects of laws governing employer and employee relations. All the important rules follow simple common sense in interpretation. Indeed, should you be confronted with a specific problem, your company lawyer can give you the precise answer.

With few exceptions, the relation of master (employer) and servant (employee) arises out of a contract—expressed or implied. Your office employment contract is like any other type and governed by the same legal principles. To have a legally enforceable employment contract the following essentials must be present:

1. There must be mutual assent or meeting of minds of the parties.
2. The parties must have a contractural capacity.
3. There must be consideration.
4. The objectives of the agreement must be legal.

The assent of both parties is essential. They have to agree to the same terms and conditions of employment. They must have full legal capacity to contract, and be of sound mind. Your employer agrees to compensate your office employees for their labor and, in return, the employees agree to perform the labor for the promised compensation. The objectives or subject matter of the agreement must be legal; if not, a contract does not result.

While it is desirable, in many instances, that office employment contracts be reduced to writing, only in certain instances are they required to be in writing under the law. Only if it is impossible, under the terms of a contract, to perform the contract within one year is it necessary to put it in writing.

One of the cornerstones of Anglo-American common law has been the principle of freedom of contract. The

# Employer-Employee Relationship

authors of our Constitution placed a provision in it providing that, "No State shall . . . pass any law impairing the obligation of contracts."

In days gone by the courts gave this a quite literal interpretation. When applied to an employment contract, it meant that employer and employee could contract unfettered regarding such matters as nature of employment, hours of work, wages to be paid and other matters having to do with general working conditions.

Today, limitations have come from such sources as state and federal legislation, the Fair Labor Standards Act and collective bargaining. To that extent the freedom of contract is limited or even completely destroyed. However, since most office employees are not unionized, employers may deal with them on a freer contractual basis.

Under the common law the employer may be liable to an employee for injuries sustained while acting within the scope of his employment, provided the employee can prove that his injuries resulted from the negligence of his employer, and that the employer's liability was not excused under one or more of the so-called defenses listed below. However, under these limitations the employer is liable to employees if he is negligent and an employee is injured. The employer is not liable for the dangers of employment.

The tort law imposes upon employers certain duties toward employees. Failure upon the part of the employer to perform these duties may result in damages if such failure results in injury to employees. Of course, the injuries sustained must be the proximate result of employer's negligence or failure to perform his duties toward employees. The obligations of employer toward employees do not arise out of contract, but exist because of the requirements of the tort law.

The burden of proof is on the employee to prove that the relation of employer and employee existed at the

*(Continued on page 276)*

***"Isn't it kind of late for that?"***

# 42nd Annual NOMA Convention and Exhibit In St. Louis,

THE 42nd INTERNATIONAL Conference and Exposition of the National Office Management Assn., May 7-11 in St. Louis, will be the most comprehensive and largest in the association's history. More than 40 technical sessions, forums and seminars are scheduled for Kiel Auditorium, scene of the exposition. More than 30,000 are expected to attend.

Cameron Hawley, author of *Executive Suite, Cash McCall* and *The Lincoln Lords*, will present the keynote address on Sunday evening, May 7. In addition to the technical sessions, forums and seminars, an all-day program, with limited registration, will be a "Management Game." This competitive activity will be held at the site of the computer that will be used to evaluate the findings of the various teams. Two all-day seminars, also with limited registration, will feature studies of the subjects, "Total Administrative Expense Control" and "Personal Leadership and Motivation," presented respectively by Frank Knox and Thomas Lawrence.

The exposition will feature the latest in office machines, equipment, furniture, supplies and services. A preview and reception has been planned for Monday, May 8, from 3:30 to 7 p.m. Special invitations will be issued to members, guests and local dignitaries. Exhibits will include over $2 million worth of equipment designed to reduce costs and increase production.

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**R. B. HODGES**
**NOMA President**

# May 7-11

## NOMA Convention Program

### MONDAY MORNING, MAY 8

TOTAL ADMINISTRATIVE EXPENSE CONTROL: F. M. KNOX, *President, Frank M. Knox Co.*

MANAGEMENT GAME: Computer Site.

PSYCHOLOGY OF ADMINISTRATIVE LEADERSHIP: W. H. HIGGENBOTHAM, *Vice President, Industrial Relations, Century Electric Co.*

PROCEDURES MANUALS—GUIDEPOSTS FOR EFFICIENCY. PROF. LYDA E. MCHENRY, *Wayne State University.*

SOLVING INVENTORY PROBLEMS THROUGH OPERATIONS RESEARCH: D. B. HERTZ, *Arthur Andersen & Co.*

PROFIT POTENTIAL OF WORK SIMPLIFICATION: PROF. H. F. GOODWIN, *Massachusetts Institute of Technology.*

### MONDAY AFTERNOON, MAY 8

PHILOSOPHY FOR PROFESSIONAL MANAGEMENT: C. L. LAPP, *Assistant Dean, Washington University.*

RECORDS MANAGEMENT—WHAT, WHERE, WHY & HOW: LETA J. STROBEN, *Supervisor, Products & Systems Applications, Shaw-Walker Co.*

CONTROLLING HIDDEN COSTS OF ELECTRONIC DATA PROCESSING: L. E. GRIFFITH, *Assistant Controller, International Latex Corp.*

MOTIVATE—DON'T MANIPULATE: A. W. MOISE, *Director of Personnel, Ralston Purina Co.*

### MONDAY EVENING, MAY 8

OFFICE SUPERVISORY PROBLEMS: Motion Picture and Problem Discussion.

### TUESDAY MORNING, MAY 9

PERSONAL LEADERSHIP & MOTIVATION: T. H. LAWRENCE, *Lawrence-Leiter & Co.*

MANAGEMENT GAME: Computer Site.

PREPARING TOP MANAGEMENT FOR DATA PROCESSING: J. D. MOUNTAIN, *President, Mountain Associates.*

VALUE PURCHASING IS PROFIT PURCHASING: W. J. MATTHEWS, *Assistant Director of Purchases, Falstaff Brewing Corp.*

*(Continued on page 96)*

# NOMA Convention Program

*(Continued from page 95)*

REYNOLDS PLAN FOR INDUSTRIAL SECURITY: PAUL HANSEN, *Director, Industrial Security, Reynolds Metals Co.*

TECHNIQUES FOR EFFECTIVE PERFORMANCE & APPRAISAL INTERVIEWS: E. W. BURR, *Manager, Personnel Recruiting & Development, Monsanto Chemical Co.*

EMERGING POLICY-MAKING OPPORTUNITIES FOR THE ADMINISTRATIVE MANAGER: A. E. RIDDLE, *Director, Office Administration, Colgate-Palmolive Co.*

OFFICE ENVIRONMENT—PRODUCTION FACTOR: M. A. HARVEY, *Manager, Office Operations, General Foods Corp.;* J. J. GREEN, *Employee Services & Office Manager, Bendix Corp.*

ORGANIZING FOR TOTAL INTEGRATED SYSTEMS MANAGEMENT: R. D. PASH, *Director, Planning & Administrative Services, Micro-Switch Div., Minneapolis-Honeywell Regulator Co.*

TOOLS FOR YOUR TRAINING PROGRAM: R. W. KELLY, *Vice President, Kelly, Zahrndt & Kelly, Inc.*

## TUESDAY AFTERNOON, MAY 9

GRIEVANCE HANDLING, MACHINE MAINTENANCE, CREDIT UNIONS, PSYCHOLOGICAL TESTING, EMPLOYEE ATTITUDE SURVEYS, INCENTIVE PLANS, MICROFILMING, SMALL BUSINESS ADMINISTRATION, RECRUITING EMPLOYEES, STENOGRAPHIC POOLS VS. DECENTRALIZED, MAGNETIC INK, MAILROOM PROCEDURES, READING TECHNIQUES, INSURANCE PLANS, LETTER WRITING, PLANNING FOR MOVING.

## WEDNESDAY MORNING, MAY 10

COST CONTROL ASPECTS OF FISCAL PLANNING: S. L. ROGERS JR., *Vice President, Manufacturing, United States Stove Co.*

BUILDING MAINTENANCE COST CONTROL: M. F. RICCARDI, *Supervisor, Office Management Section, Organization & Procedures Dept., Port of New York Authority.*

HOW TO ACHIEVE MAXIMUM COMPUTER UTILIZATION: PROF. C. C. GOTTLIEB, *Computer Computation Center, McLennan Laboratory, University of Toronto.*

COMMUNICATION TECHNIQUES—THE EQUIPMENT HORIZON: ROY STONE, *Communications Engineer, Amityville, N. Y.*

COORDINATING MANAGEMENT DEVELOPMENT, R. W. BARCLAY, *Director, Mead Johnson Institute, Mead Johnson & Co.*

NEW CONCEPTS IN REDUCING OFFICE ADMINISTRATIVE COSTS: C. H. MILLER, *Manager, Systems & Procedures, H. D. Lee Co.*

RENTAL VS. PURCHASE OF DATA PROCESSING EQUIPMENT: W. R. DEVINE, *Deputy Controller, Southern Railway System.*

CREATIVE THINKING—IDEAS FOR PROFIT: G. H. TRUE, *Vice President, Visual Research, Inc.*

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For More Information Circle No. 368

# The Changing White-Collar Worker

WHITE-COLLAR employment, its trends and characteristics, are covered in two articles in the *Monthly Labor Review** which trace the entire group's growth from 1900 to 1960. In 1900 there were about 5 million white-collar workers in the U. S. or 28% of all nonfarm workers. Blue-collar workers outnumbered them two to one. Clerical workers comprised the smallest single occupational division of white-collars. Between 1900 and 1950, white-collar workers had increased to become two-fifths of the nonagricultural work force while blue-collar workers dropped to less than one-half. The greatest gains occurred in clerical workers and in 1950 one out of every three white-collar workers was an office worker. Clerical workers rose from 5% of the nonfarm work force in 1900 to 14% in 1950. Stenographic, typing and secretarial occupations alone increased elevenfold during the first half-century.

**Changes in white-collar employment since 1950.**

An increase of a lesser degree was registered by the professional group of white-collar workers (engineers, accountants, etc.), while sales workers increased only slightly. Changes in retail merchandising with expansion of mail order houses and self-service stores allowed clerical personnel to handle more customers and greater sales volume than had been handled by sales persons.

Between 1950 and 1960, white-collar employment reached 47% of total nonagricultural employment. Professional workers were the fastest growing group, but clerical workers still increased 32% to 9.7 million between 1950 and 1960. Greater use of office machines probably curtailed the rise in office workers. Other groups of white-collar workers increased at a far lower rate and blue-

*"White-Collar Employment: Trends, Structure and Characteristics" by Carol Barry, *Monthly Labor Review*, Dept. of Labor, Bureau of Labor Statistics, Jan., Feb., 1961.

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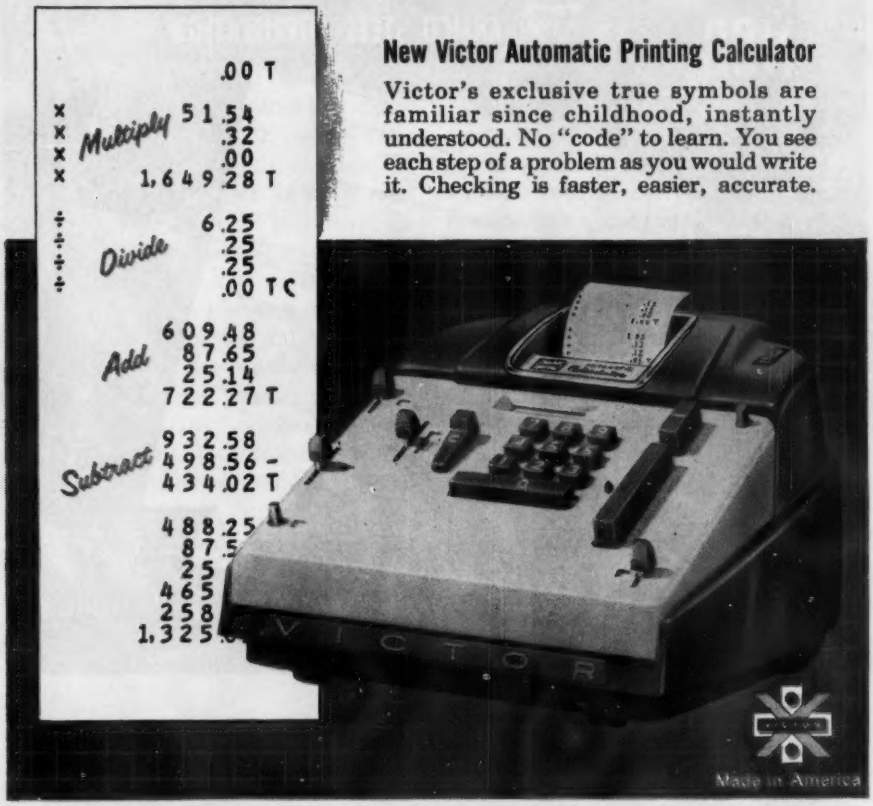


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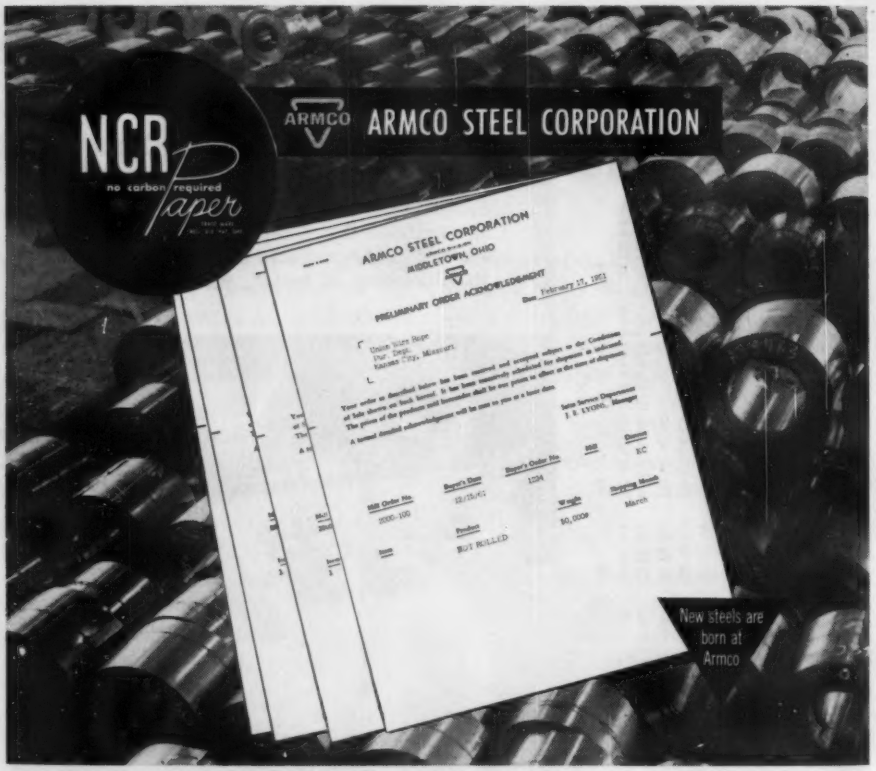


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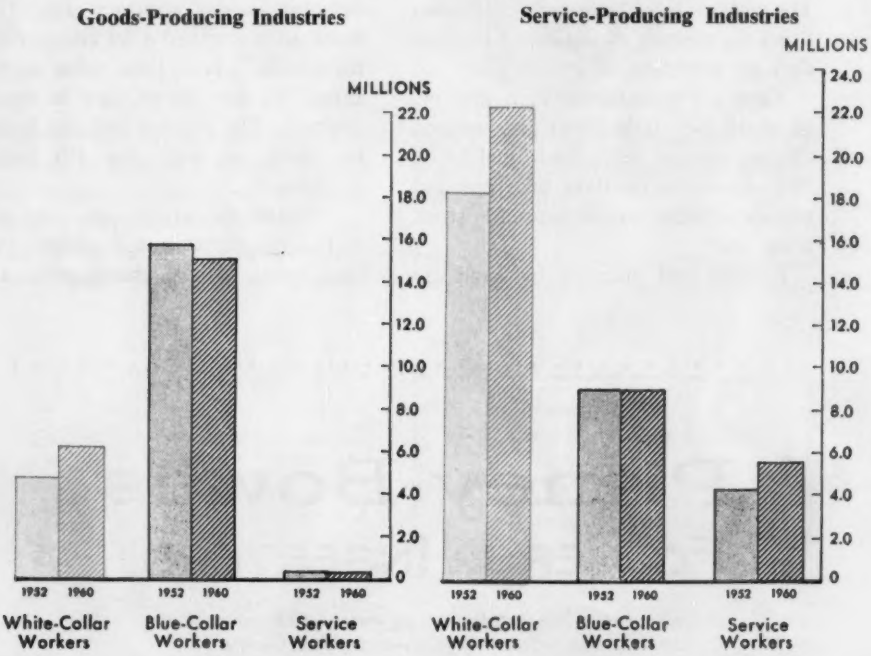
collar workers increased only about 4%. Service worker employment, however, grew 31%.

Projections made by the Bureau of Labor Statistics for 1970 show that white-collar employment will continue to rise faster than total nonagricultural employment. By 1970, white-collar workers are expected to number 37 million and account for 48% of total nonfarm employment. The greatest increase will be professional workers who will number almost 10.5 million.

The growth in numbers of white-collar workers is closely related to the expansion of service-producing industries (trade, finance, insurance, real estate, transportation, communications, public utilities, government) where these workers are concentrated. However, white-collar employment has gained in every industry and is as proportionately as large in manufacturing. Clerical workers are more evenly distributed throughout nonfarm industries than any other white-collar group. Clerical growth between 1952 and 1960 was greatest in service industries, smallest in wholesale and retail trade. Office workers rose in every industry except transportation and public utilities where they declined slightly. About 20% of all clerical workers are government employees.

The number of women in clerical positions increased 46% from April 1950 to April 1960 while male clerical workers increased only 12%. However, male white-collar professional and technical workers increased 60%. Men and



# Mailings made me a Simon Legree–

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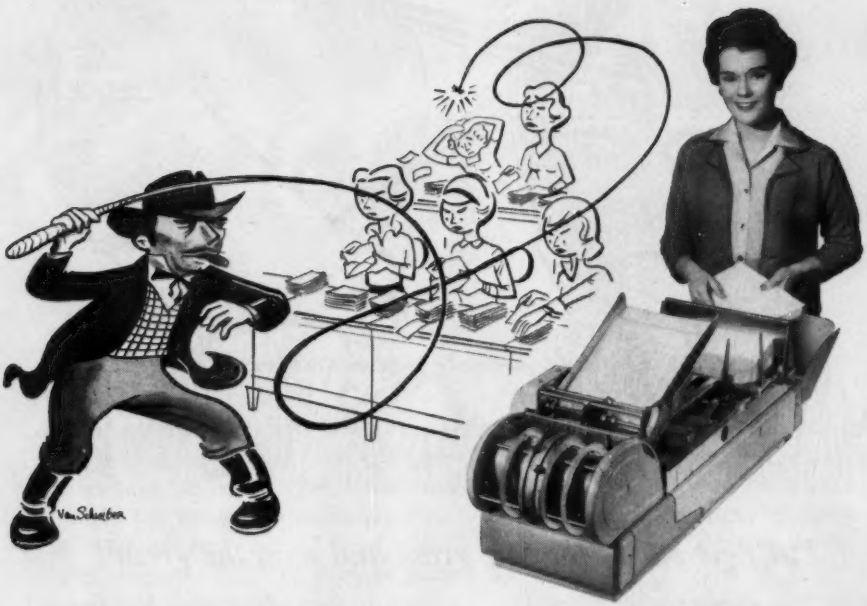

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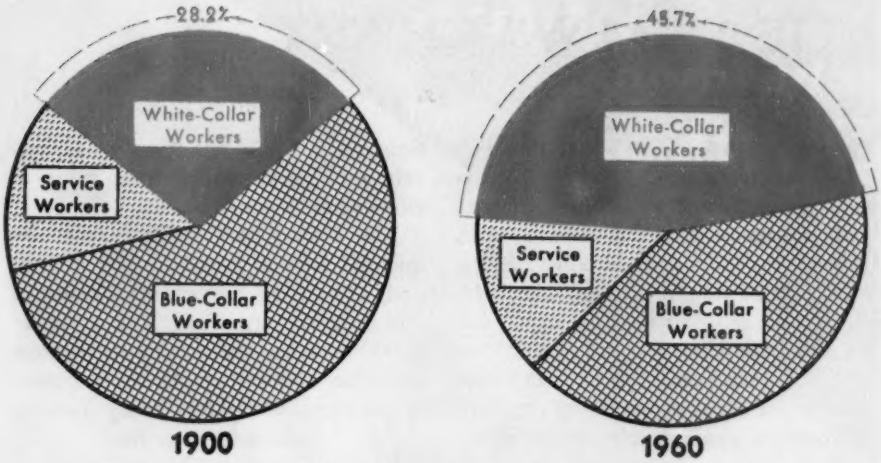



**Occupational composition of the nonfarm labor force, 1900 and 1960.**

women over 45 registered the greatest relative increase of any age group in all white-collar occupations. Nonwhite workers (of whom approximately 95% are Negroes) represent 3.7% of white-collar employment. The proportionate increase of nonwhite women in clerical work has been greater than whites, but nonwhites amount to less than 5% of all women in such jobs.

Since 1950 there has been a trend toward more part-time work, especially among women. In jobs where women represent a larger proportion of total employment, hours tend to be shorter and temporary jobs more frequent. White-collar workers experience less unemployment in all periods of business activity. In April 1960, 7.6% of all blue-collars, 5.1% of all service workers and 2.5% of all white-collar workers were unemployed. The lowest recent unemployment rate for clerical workers was 1.6% in April 1952. It rose to 4.8% in 1958 and was 3.6% last year. When employment drops sharply in manufacturing, mining, construction or transportation, clerical personnel are probably the first (and possibly the only) white-collar workers to be laid off.

Only 5% of women clerical workers have had no high school education while 80% have finished high school. In contrast, 13% of men clerical workers have no high school education and only 70% have finished high school. However, 9% of the men in clerical jobs have graduated from college, as compared to 3% of the women.

The median income of male clerical workers rose 58% between 1950 and 1959. The rise for women was 47.6%. In general, white-collar workers are usually much better paid than blue-collar and service workers. In terms of absolute dollars there is evidence that the differences in median income between white and blue-collar workers has increased in the last decade.

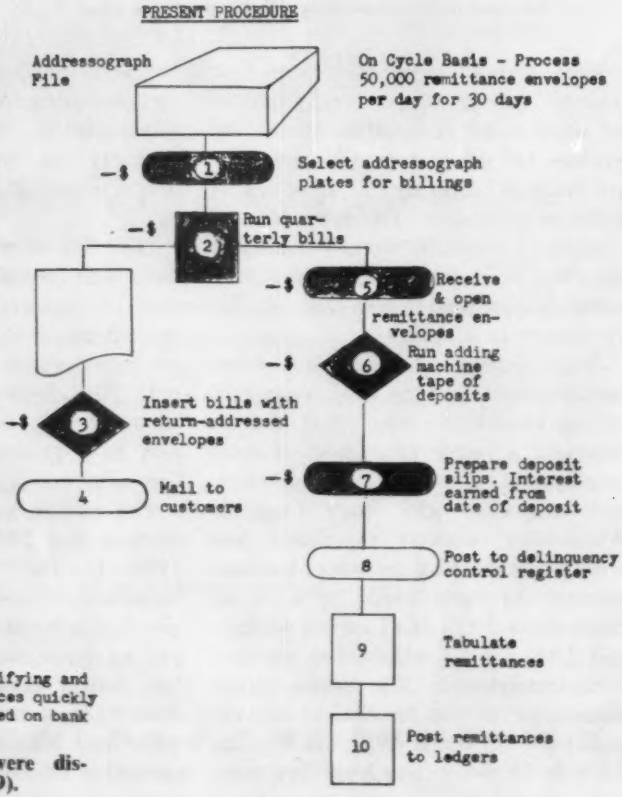
# THE "FLAW" CHART

**HAROLD B. WILSON, Management Consultant, Albany, N. Y.**

THE "FLAW" CHART is offered as a new technique for use by systems men, methods and procedures analysts and management consultants. It goes beyond the dogma laid down in the principles of flow charting. The Flaw Chart not only portrays the sequential operations in a process flow but, in dramatic fashion, pinpoints for management those areas of operating practices or routines which require remedial action. It identifies the flaws which prevent total performance from being as effective as is possible.

The Flaw Chart identifies each sequential step in processing or routine and, after a review and evaluation of the practice, classifies each as either being valid and warranting its continuation, or as representing a component of an unnecessary loss being incurred

*(Continued on page 110)*

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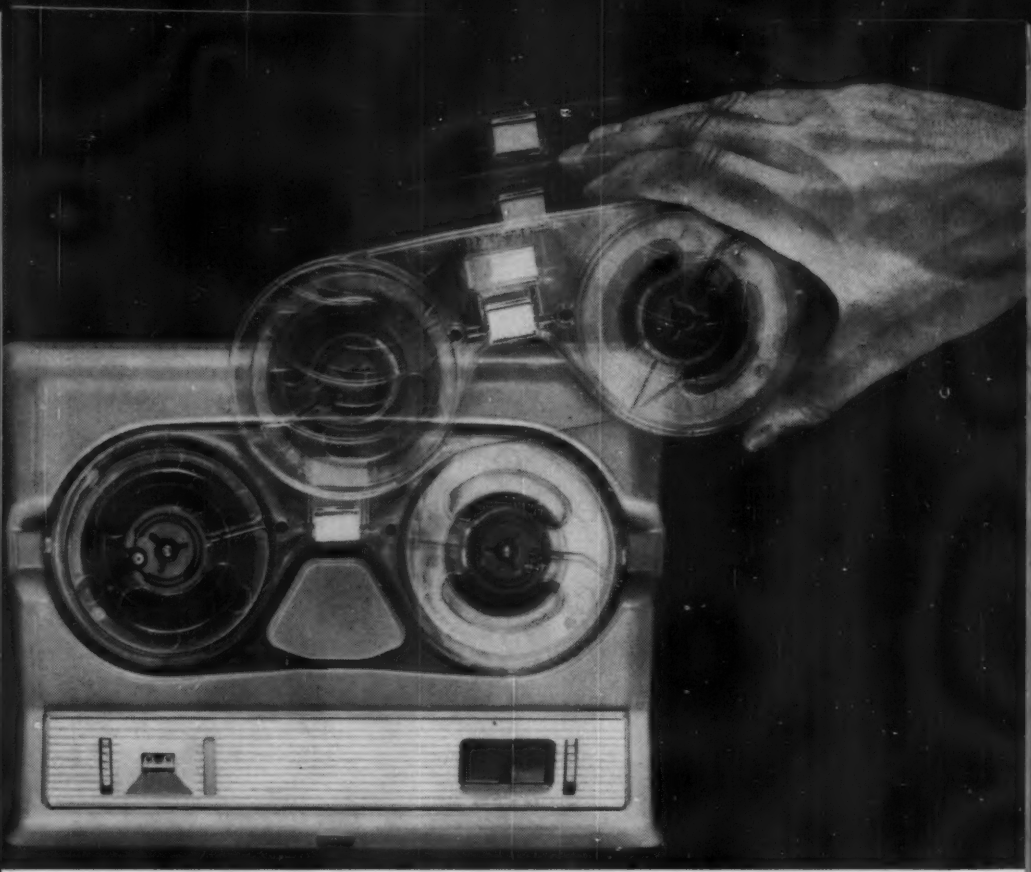

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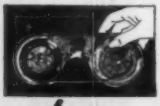

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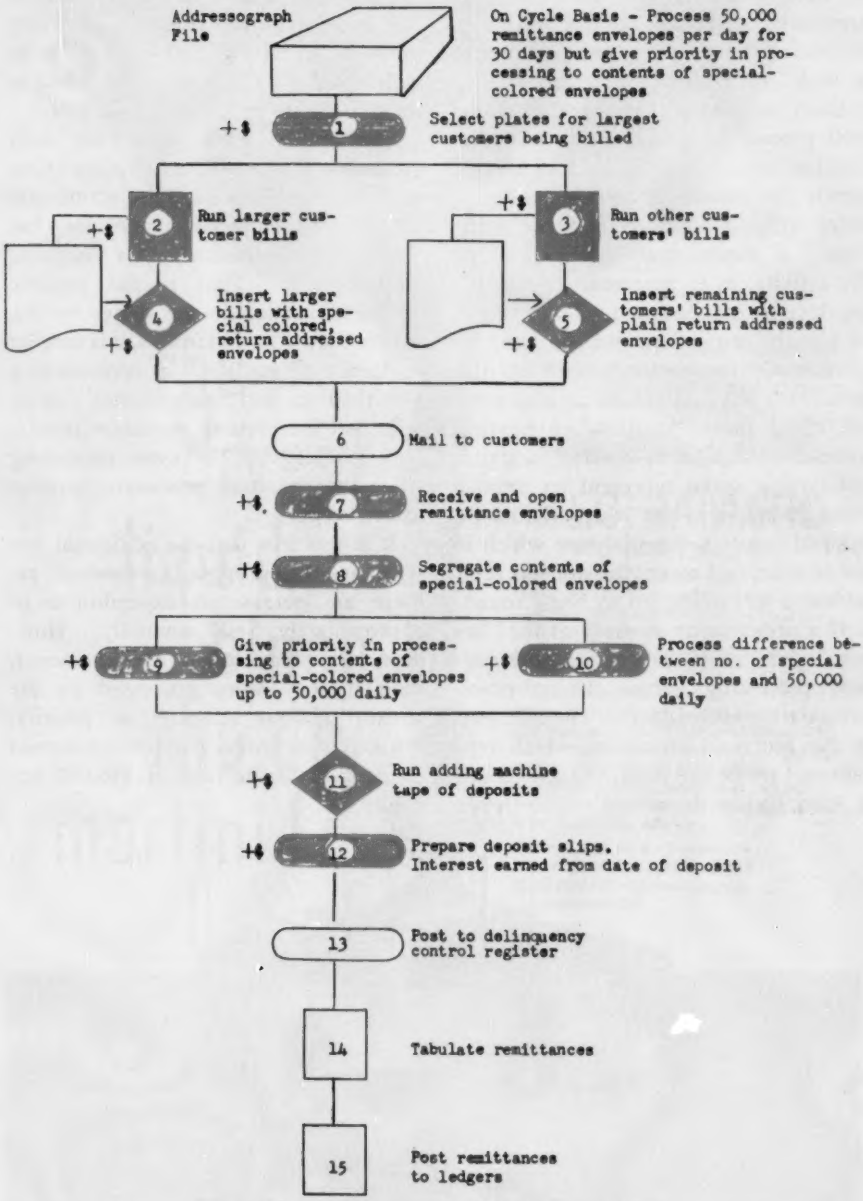
PROPOSED PROCEDURE




**Operations in color were added (see page 106).**

*(Continued from page 106)*

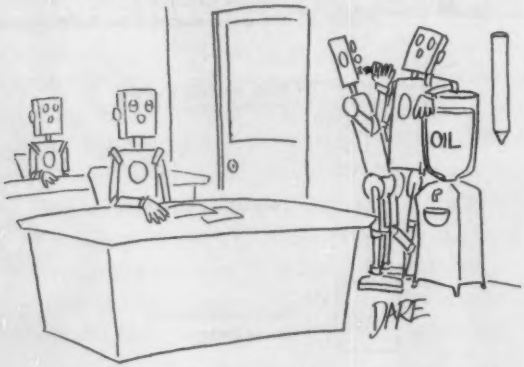
by management. Thus each step of processing identified on the chart is correlated with validity for continuance, or with loss requiring remedial action.

Each sequential step in the evaluated procedure is identified by its applicable arabic number. If any such step is also identified with an alphabetic letter which is contained in the word "loss," it means that continuation of the activity, as is, represents a continuing loss to management. Other types of signals can, of course, be used to identify the evaluation placed on the processing step. A yellow activity symbol could mean "caution," suggesting some modification is needed; while a red symbol could represent an activity contributing to a loss which should be stopped. Any sequential step which is not so identified means the step has been reviewed and evaluated as being sound.

If a presentation is made of the "before" and "after" processing (the current processing versus the proposed procedure), each added or changed step in the proposed processing which represents part of the improved procedure is identified with an alphabetic letter which is contained in the word "gain" or a green colored activity symbol or any other symbol expressing improvement. A simple illustration of the principles of Flaw Charting is furnished in the charts on pages 106 and 109.

The second Flaw Chart not only illustrates the principle of pinpointing activities requiring remedial action and of presenting proposed revisions, but also points up another factor deserving consideration. That is the possible oversimplification in the things we do. As the Flaw Chart indicates, it is simpler to open mail and stack its contents in a pile than to sort the material. Also, note that the present procedure require only ten steps in the cycle processing while the proposed procedure requires fifteen steps.

It is also true that the additional five steps in the proposed procedure require an increase in expenditures of approximately $800 annually. However, depositing larger checks sooner, than if they were processed in the stream without selection or priority, resulted in an increase in interest earned on deposits to the tune of $36,000 annually.



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# RIGHT or WRONG in Employee Relations

A ROUND-UP of day-to-day employee problems sand how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

## *Can a Supervisor Order Employees to Work Faster?*

**What Happened:**

The department was having a real problem. Employees were not following instructions. The situation grew so bad that management felt obliged to issue the following communication:

"The supervisor's duty is to direct the working force and he will tell you what is required. We expect you to follow his directions and orders. If anyone does not follow these orders he will be suspended."

A week later the supervisor noticed that Harris seemed to be dawdling on his job. He told Harris to "speed up." The worker didn't answer. The supervisor repeated the order. Harris ignored him—and continued at the same pace. The supervisor suspended the worker for five days. Harris took his case to arbitration, and said:

"I've been working at my regular pace. This pace had been established for some time. The supervisor is trying to change the standard. He wants me to work faster than I did before. Why? My work was good enough in the past. Now he says 'speed up.' I don't feel it's fair for him to change the standard without discussing it with all the workers."

The supervisor answered: "We have to improve our efficiency. I have the responsibility to see that employees keep up their end of things. It's my job to decide whether workers are doing their part or not. We have no rigid standards of performance. When it is necessary, I want employees to cooperate and work faster. That's not unreasonable. Besides, if the worker is dissatisfied with my order, he can use the grievance procedure—not just stand there and disobey."

**Was the Supervisor:**

**☐ RIGHT WRONG ☐**

**WHAT ARBITRATOR HARRY H. PLATT RULED: "The evidence convinces me that the discipline was proper. The aggrieved employee flatly refused to follow the supervisor's instructions to speed up. There was nothing unreasonable in the request. Where there is a grievance procedure for the resolution of disputes, employees do not have the right to resort to self-help. The very purpose of the grievance procedure is to provide an**

**orderly method of testing the correctness of conflicting interpretations of rights and obligations. Its basic aim is to prevent a disruption of work. The employee was properly disciplined. The grievance is denied."**

## *May a Moonlighter Refuse to Work Overtime?*

**What Happened:**

For about three years business was pretty good so the company was able to offer Joe Hernandez and other employees about six hours overtime a week. When business slackened off, Joe went on a regular 40-hour stint. To make up his "lost income," Joe got himself a second job. As a result, his work suffered. He began to leave five or ten minutes early and often came in late in the morning. His supervisor talked to him, and his habits improved.

Then business took an upturn. To meet schedules, the company put employees on overtime. Joe said he couldn't accept the overtime because it would interfere with his second job. The company wrote him a letter advising him that he would have to work the full schedule or be dismissed so that the company could replace him with somebody who could work the necessary overtime.

When Joe still refused to agree to work the required overtime, he was fired. His case went to arbitration. He argued:

1. The regular workweek is 40 hours. Any extra hours should be voluntary by the employee.

2. I have a big family and I must supplement my income. If I give up my second job and the overtime is cut out, where will I be?

3. I'll give up my second job if the company will guarantee me overtime every week.

4. The company has no right to interfere with my outside activities. I do a good job and have nothing against my record.

The company said:

1. We have a right to ask workers to put in reasonable overtime. Otherwise we couldn't meet our schedules.

2. We can't offer a guarantee of overtime every week to anyone. Business is not that certain.

3. We should have first right to a man's time. His first loyalty is to his regular job, not his second job.

**Was the Company:**

**☐ RIGHT WRONG ☐**

**WHAT ARBITRATOR ROBERT L. STUTZ RULED: "The basic question to be decided is whether an employee may refuse to work a regular schedule of overtime because he has taken a second job, the hours of which conflict with the overtime scheduled in his primary employment. The answer to**

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**this question must be, 'No.' While the arbitrator is sympathetic with the economic problems faced by a man with a large family, he cannot accept as reasonable Hernandez's refusal to work overtime because he had a second job. The employee was not being asked to work hours not required of other employees. He was simply being asked to meet a schedule of work hours that all other employees were asked to work. Hernandez was discharged for just cause."**

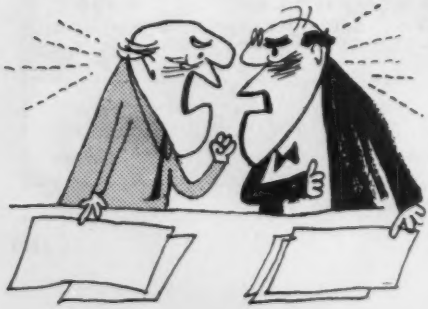
## *Is Employee Paid for Waiting at Grievance Meeting?*

**What Happened:**

The company had an agreement that employees would be paid for "loss of time when attending scheduled grievance meetings" during their regularly scheduled working hours. There were eight grievances to be heard at the weekly grievance meeting, which started at the usual time. By 4:30 p.m. all but one grievance had been heard. It became evident that this meeting would run past the regular quitting time.

Robert S. and John D. were involved in the grievance which had not yet been heard. They asked if they would be paid overtime for being present at the hearing. "No," said management. Then the union announced that it would postpone the hearing of that grievance. The company informed the union that Robert S. and John D. would not be paid for the time spent waiting their turn to process the last grievance. The union demanded that the two men be paid saying:

1. We do not have sole control over the order of appearance at grievance meetings.



2. The agreement says that men should be paid for time spent during regularly scheduled work hours.

3. The company caused the meeting to break down by refusing to pay overtime pay.

The company's reply was:

1. The agreement is clear that employees receive pay only for time spent during regularly scheduled work hours.

2. Standard practice has been to refuse to pay them when a scheduled grievance isn't heard through fault of the union.

3. The union is responsible for the failure to hear this scheduled grievance.

**Was the Company:**

**☐ RIGHT WRONG ☐**

**WHAT ARBITRATOR JOHN R. ABERSOLD RULED: "There is nothing in the agreement which requires the company to pay for time spent at a grievance meeting waiting for the grievance to be heard. However, as a matter of practice, the company has paid for waiting time when, and only when, the specific grievance has been heard. The company is not obligated to compensate employees if the grievance they are processing has not been heard because the union has postponed the hearing of it. The postponement was unnecessary since the matter of overtime could have been resolved through use of the grievance procedure."**

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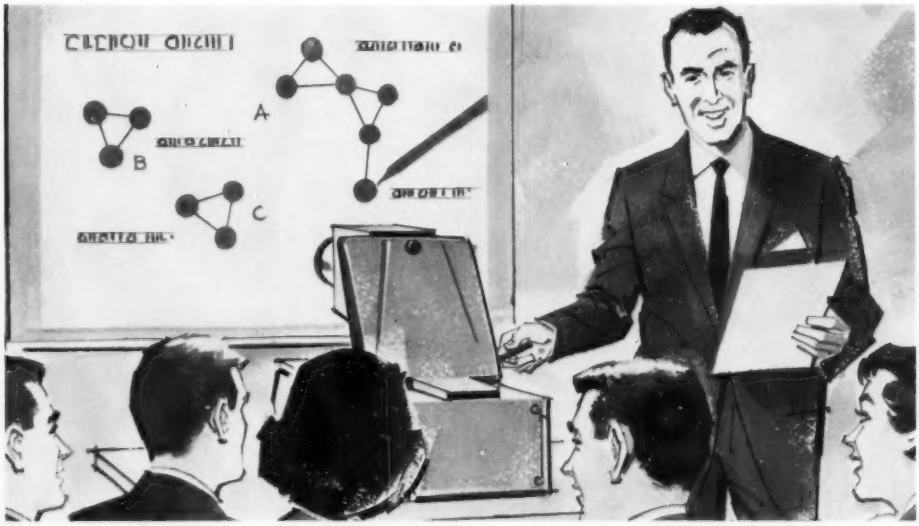


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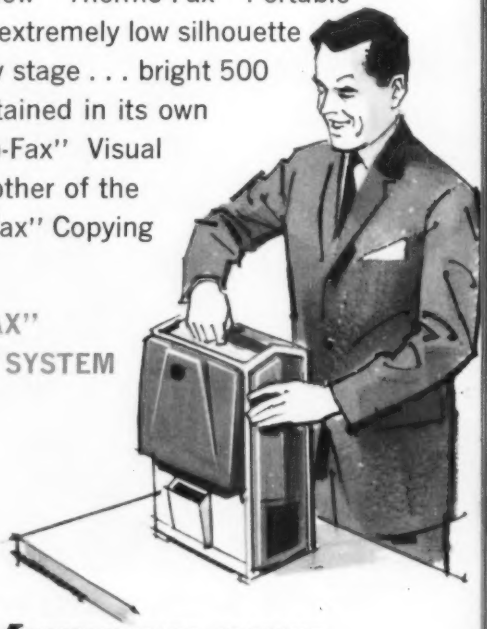

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# AUTOMATIC SYSTEMS

**WORLD'S LARGEST AUTOMATED OFFICE.** General Electric's ERMA (Electronic Recording Method of Accounting) system in the Bank of America's new San Francisco building, showing control console and tape storage units. The $17 million service center houses the greatest array of modern office equipment ever installed in one location. (See story on next page.)

*Current trends in office automation including data processing.*

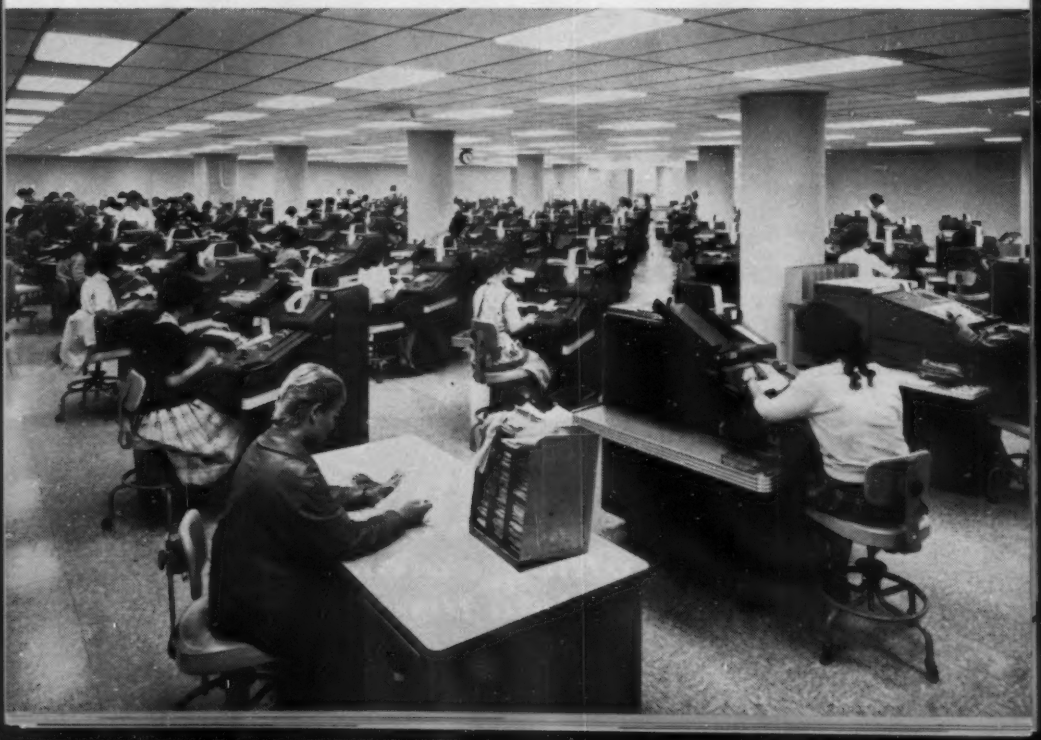
# Bank of America's Great Data Processing Center In San Francisco

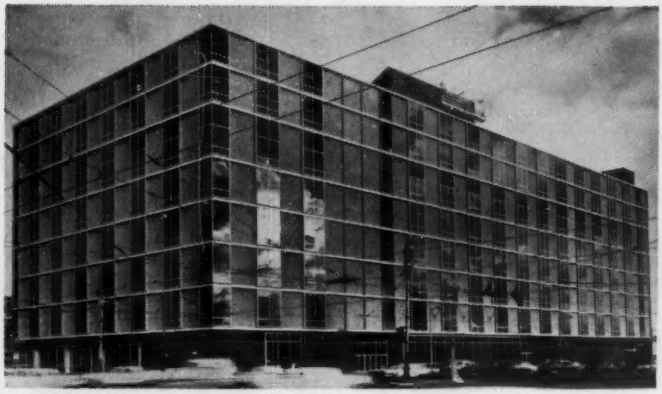
KENNETH R. MacDONALD

ELECTRONIC EQUIPMENT dictated in large measure both the design and construction of the $17 million service center of the Bank of America in San Francisco. Designed by architects Wurster, Bernardi & Emmons and constructed by Swinerton & Walberg, the building provides 485,688 sq. ft. of usable office area. It houses more than $5 million of modern office equipment.

The eight-floor plus basement and mezzanine structure is the home office for 30 Bank of America service department and 1600 employees. The only public banking area in the building offers both drive-in and walk-up services on part of the ground floor. "The planning for this unique office building," explains Bank of America's president, S. Clark Beise, "began during

**The spacious central office on the third floor. Flush fluorescent lighting provides a uniform 75 footcandles throughout the building.**





**New eight-story service center for the Bank of America, the country's largest bank, on Market St., San Francisco. It has 13½ acres of office space and is occupied by 1600 employees.**

World War II and the years immediately following when we explored the use of automatic equipment to help us process the growing volume of paperwork involved in banking. In 1950 we began intensive research to develop an automatic electronic bookkeeping machine. This resulted in the prototype ERMA (Electronic Recording Method of Accounting) which has since helped us to reduce operating costs by one-third and put the Bank of America at least one full year ahead of all competitors in the use of electronic equipment handling check operations."

Many refinements have been applied to the original ERMA model and the Bank of America now has some $35

**Pedestal mounted floor and ceiling grids form skeletons for 147,000 sq. ft. of infinite access double floors and ceilings to provide network of wiring, etc. Underfloor space also acts as air conditioning exhaust plenum, sound and vibration absorber.**

million invested in the ten-year developmental plan and its 13 ERMA installations across California.

"During this same period," Mr. Beise pointed out, "the bank also investigated existing electronic equipment and tested its efficiency in handling paperwork other than checks. In 1955 we installed the first data processing center to be used by any bank, to perform the accounting for all our real estate and installment loans."

In all the research and development of office equipment and services, Mr. Beise stressed, "We held one objective dominant; the aim to become and remain the lowest cost producer in the banking business while maintaining the highest standards of customer service."

Low cost production, Mr. Beise contends, is directly related to maximum utilization of equipment and requires that equipment be concentrated in central areas, with considerable flexibility of use in an environment conducive to effective staff operations.

Built on land which cost $1 million, the service center in what Mr. Beise calls its "years-ahead-office-building concept" provides space and facilities for all current and predicted electronic equipment, with built-in electrical systems, temperature controls and easy access to floor and ceiling wire circuits. It also provides construction strength adequate to support additional heavy equipment and machinery, as well as flexible features which will permit the addition of five more floors of offices without transferring operations or rebuilding. Movable partitions facilitate departmental office expansion or contraction and provide large working areas, pleasant surroundings and mod-

**The central telegraph department in the fifth-floor communications center links the bank with all parts of the world and handles 1000-1200 incoming and outgoing telegraphic messages per day.**

**Mail lift, part of interior communication system, sends mail in baskets via horizontal conveyor belts. Pushbutton selects floor destination. Magnetic device picks up and unloads basket by carrier arms installed at 10 ft. intervals on endless 250 ft. revolving vertical chain. Mail may be sent from any floor to another.**

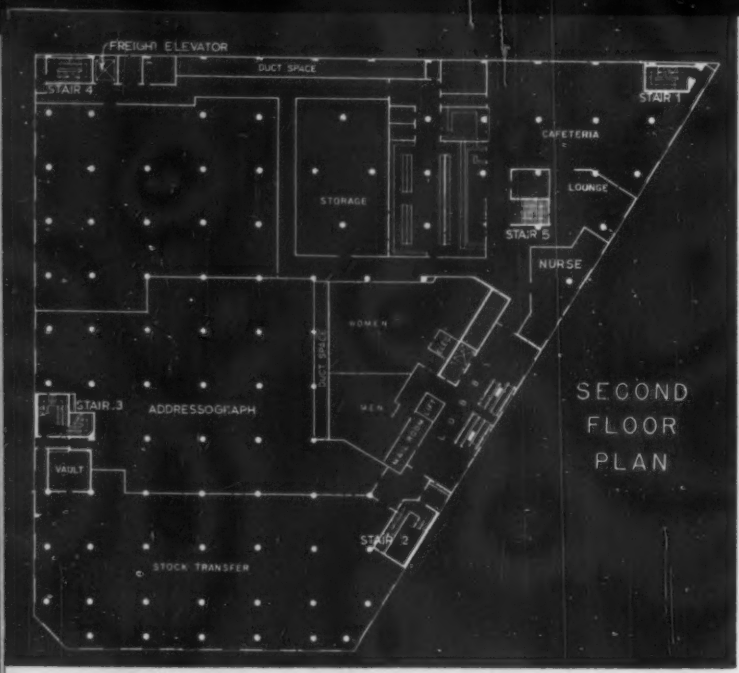
ern conveniences for workers.

The earthquake and fire resistant building required almost four years to complete, from May 1957 when the land was acquired, to March 15, 1961 when occupancy was completed on the 1½ acres of space on each floor. Exterior features pre-cast, pre-stressed, pre-surfaced concrete panels, set with integral quartz mosaic, alternated with 30,000 ft. of heat absorbing, glare reducing gray glass in aluminum frames. Dark red and gray granite provides color contrast at the ground floor level.

The main airconditioning units, on the 6th floor, have a capacity of 1700 tons: deliver 600,000 cfm and control temperatures of the building within a range of 5°F. Heating is supplied by two 6,559,000 Btu-per-hour boilers.

Employee cafeteria seats 256 and serves meals to 1500 daily. A complete kitchen offers three main courses each day without repeats over a three-week period. A staff of eight also operates mobile coffee trucks on each floor and a vending machine room for night staffs.

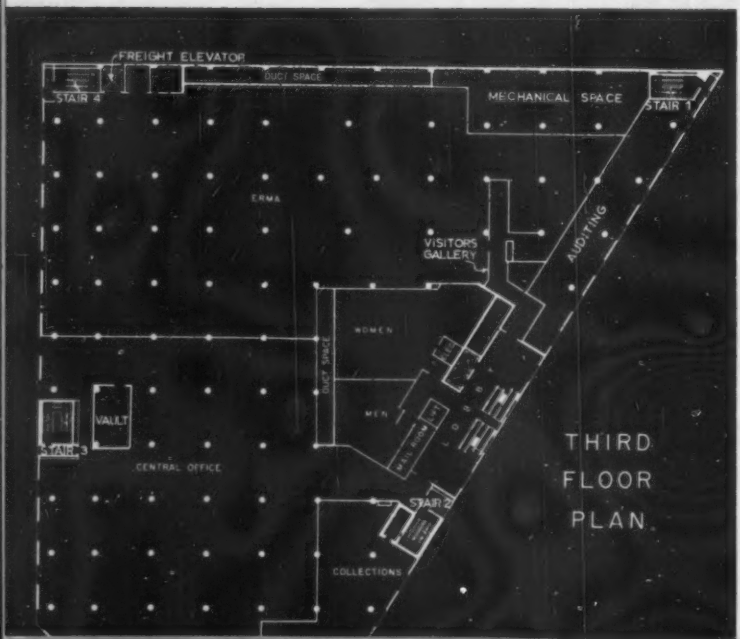
Communications center in the new building has 34 pieces of equipment which transmit 1000-1200 incoming and outgoing telegraphic messages world-wide each day. The central



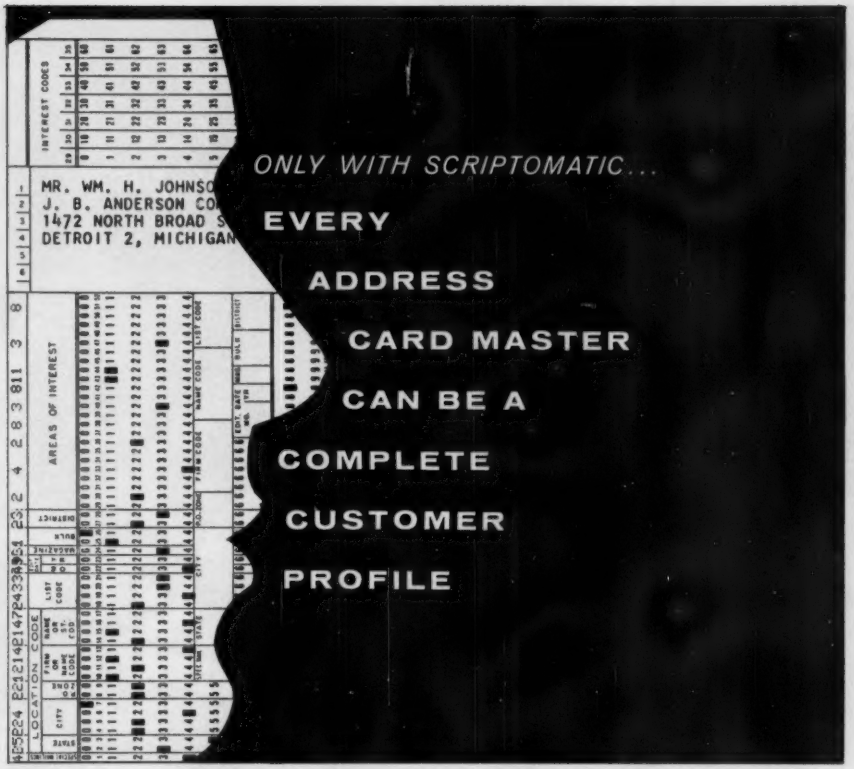

**The second floor contains employee cafeteria, lounge, dispensary, addressing, and stock transfer departments, in addition to a storage area.**

switchboard serves 2300 telephones at a daily rate of 15,000 incoming calls. Inward dialing enables outside callers to reach departments or individuals without switchboard assistance. The electrical power plant carries one of the largest electrical loads of any western U. S. commercial structure, with an initial load of 6735 kw, eventually to be raised to 13,470 kw. Lighting of 75 footcandles is maintained in all office areas, utilizing 20,000 ft. of underfloor duct per floor for wiring conduits.

Double flooring provides 3½ acres




**Housed on the third floor are the ERMA equipment and the central offices. Visitors' gallery permits inspection of the data processing machines in operation. Also on this floor are auditing and collections.**

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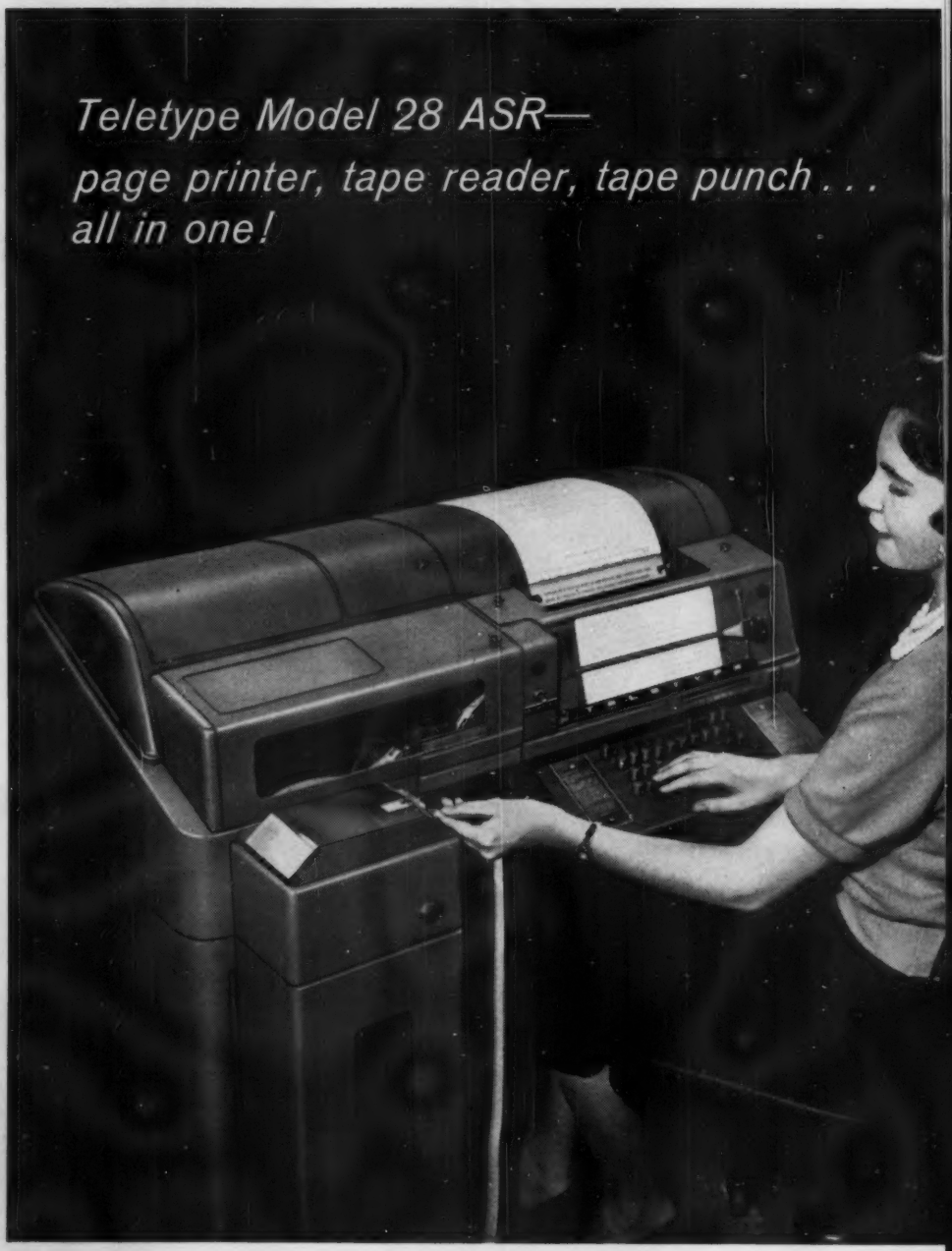
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And with the Model 28 ASR, you can "run the gamut" with punched tape—encode data into tape . . . transmit from tape . . . integrate repetitive data from previously prepared tape with variable data by keyboard . . . obtain punched tape as a by-product of communications for computer and other business machine input.

All of these data handling facilities are available to you in a compact console, occupying less floor space than required by the average office desk.

Teletype Corporation manufactures this equipment for the Bell System and others who require the utmost reliability from their data communications facilities. Teletype equipment can be used with Data-Phone and other communications services.

For a free brochure on the Model 28 ASR, write to Teletype Corporation, Dept. 37E, 5555 Touhy Avenue, Skokie, Illinois.

**TELETYPE®**
CORPORATION • SUBSIDIARY OF *Western Electric Company* INC.

For More Information Circle No. 276

# *NOW... more time for management*

EVERY DAY the "paper work" mounts. Never before in the history of business has the handling of detail been so important — taken so much of management's time.

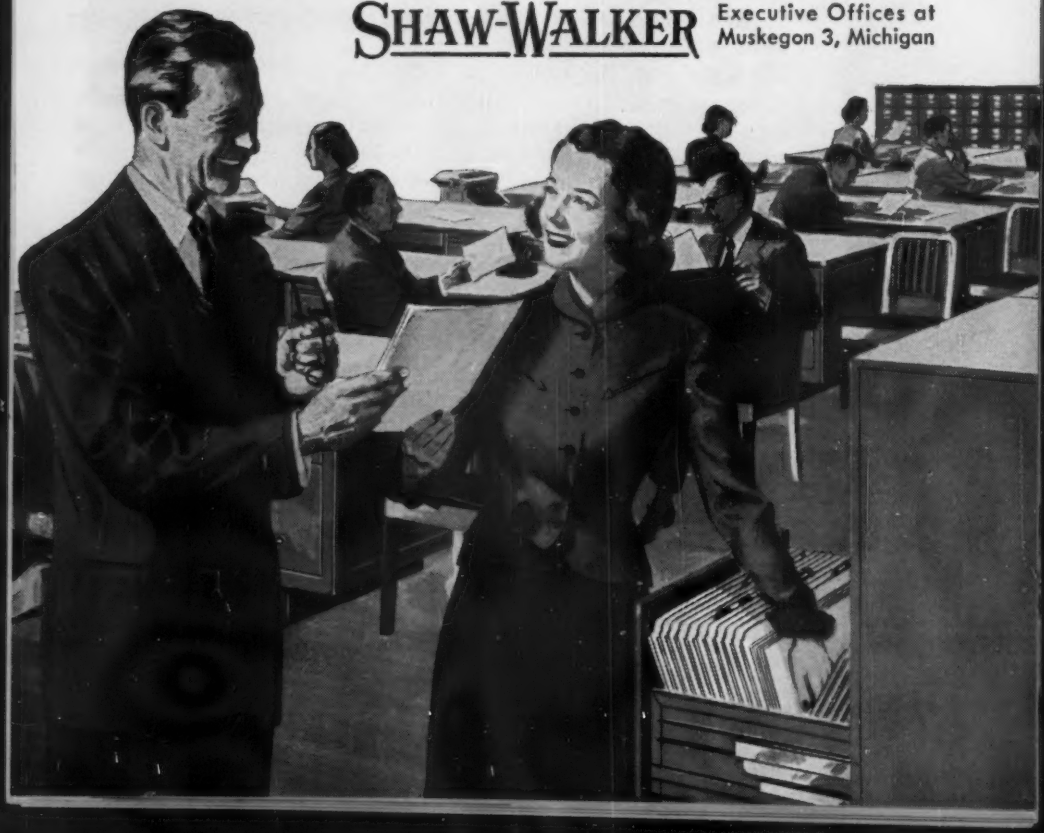
But there's a way to cut through this maze and to find more time for the really productive work. It's a simplified plan by Shaw-Walker — *"time-engineered"* to organize every one of your papers for instant finding, no matter how big or involved your record keeping.

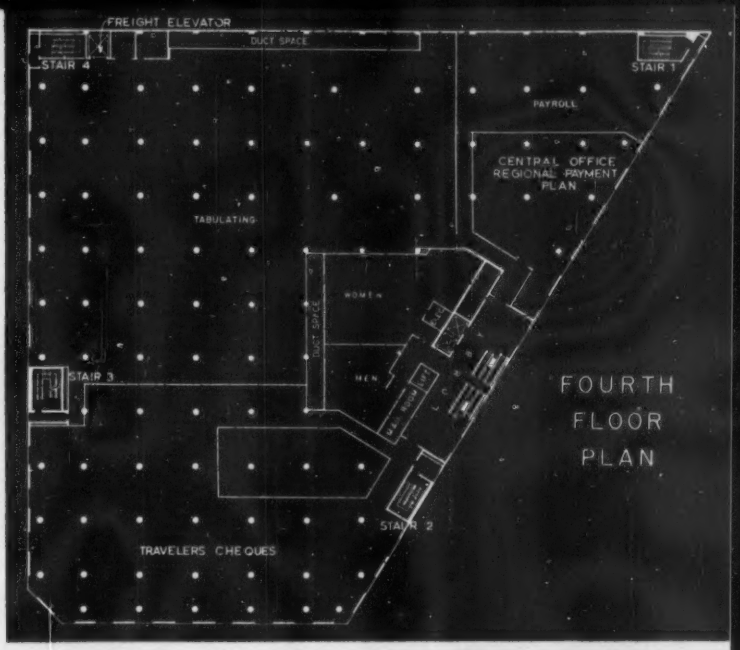
Finding is up to four times faster. Operating costs for help are reduced. But most important, there's less to hamper and delay decisions; management has more time to manage.

Since starting to work with American business in 1899, Shaw-Walker research has developed close to 4000 products to help increase per-capita productivity — chairs, desks, Fire-Files, filing cabinets, loose-leaf and payroll equipment — everything for the office except machines.

See eight kinds of Shaw-Walker Simplified Filing Systems and 4000 other items in our 252-page Office Guide. *Free to management. Request on business letterhead.*

SHAW-WALKER Executive Offices at Muskegon 3, Michigan

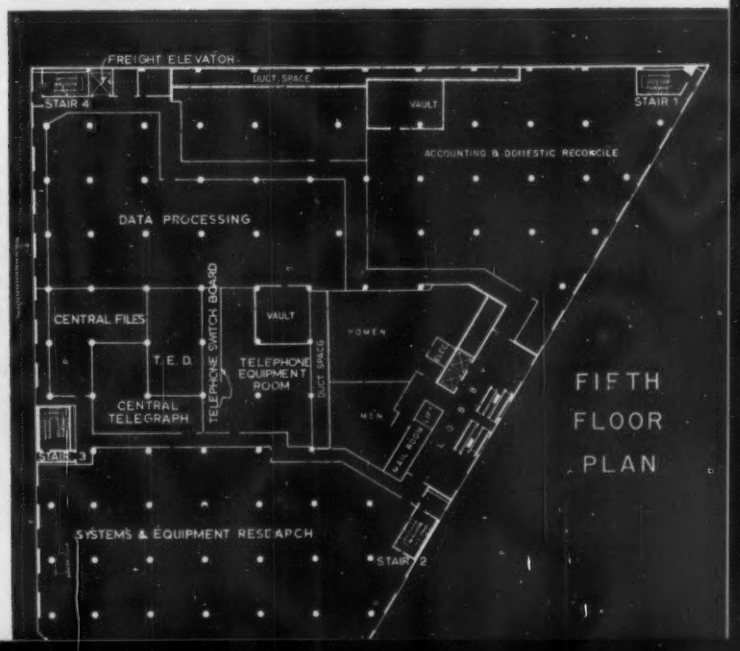




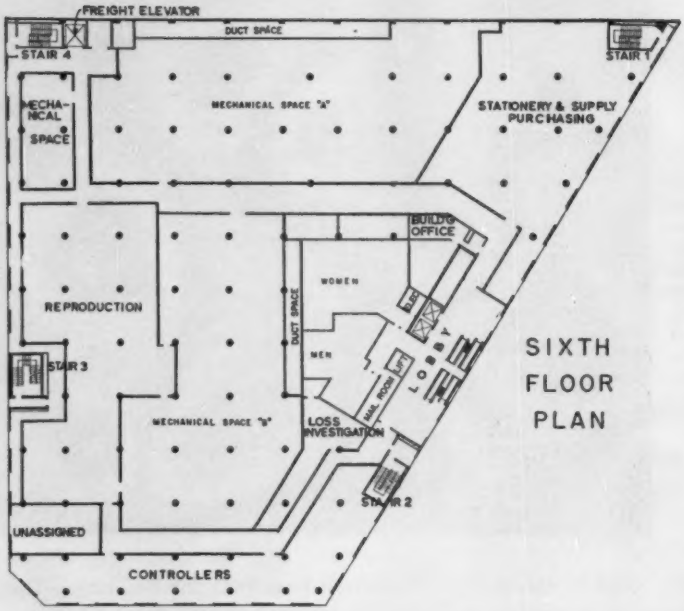

**Tabulating equipment and the travelers' checks departments occupy the major portion of the fourth floor. Also located here are the bank's payroll and the central office regional payment plan departments.**

of "infinite access" space in the third, fourth and fifth floors to accommodate wiring for the present three electronic computers as well as for future electric wiring. This wiring system has office building owners and managers from all parts of the west making trips to San Francisco to inspect the building. The double floors and double ceilings enclose the entire network of cables and ducts for electric equipment, heating, airconditioning and communications.

The plywood covered removable metal floor panels have been surfaced




**On the fifth floor are data processing, accounting and domestic reconcile and the systems and equipment research departments. Here also is the communications center with telephone switchboard, equipment room and central telegraph. Central files complete the space.**




**The sixth floor has stationery and supplies purchasing, reproduction, controllers, and loss investigation, in addition to mechanical space at the center.**

with vinyl tile and other coverings, applied in the usual manner, and one or many panels may be removed quickly and easily to get at underfloor or ceiling areas. Office equipment rests directly on the finished floor, with its weight transmitted via metal pedestals to the concrete floor slab below. The floor slabs through the 7th floor, incidentally, were designed to carry live loads of 250 lbs. per sq. ft.

The ceilings contain acoustical material, flush fluorescent lighting and air diffusers, the sound system and fire protection equipment. On the 6th floor, a 9 ft. plenum between the lower acoustical and upper cement ceilings acts as the air in-take component of the air-conditioning system. Fire detectors activate the central alarm system and thermostatically controlled sprinklers to automatically extinguish fires in the basement or mezzanine.

A total of 8000 lineal feet of movable prefabricated partitions throughout the building permit quick and easy rearrangement of offices. The steel partitions are in standard sizes 9′2″ high and 3″ thick, insulated with fiberglass to act as a one-hour fire wall. They have snap-on trim at floor and ceiling, and join to saddles on the floor and grooves in the ceiling.

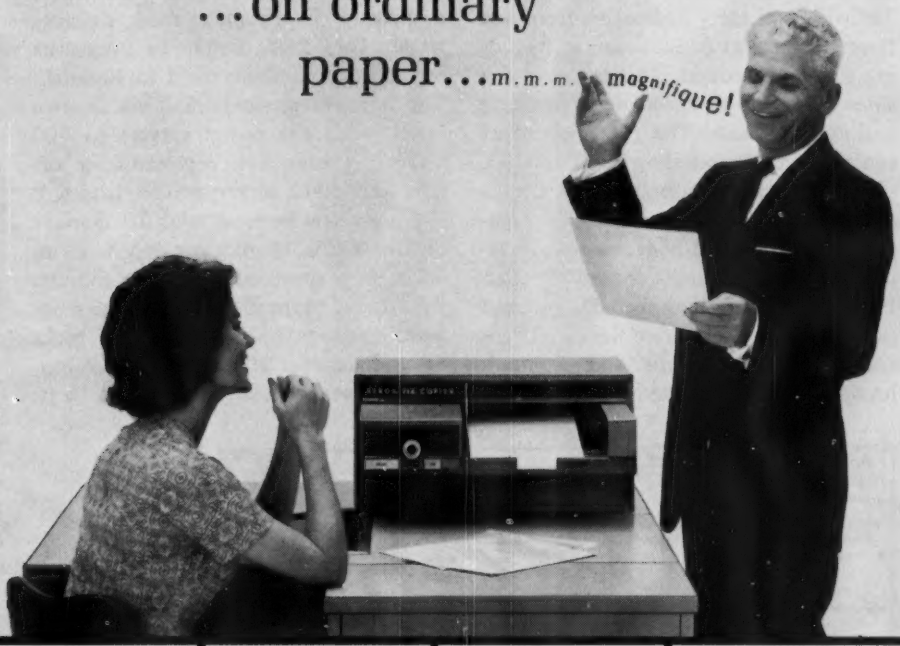
Windows cover 50% of three sides of the building with tempered glass of four times normal strength. Synthetic fabric draperies aid in sun control. An electrically propelled window washing scaffold descends from the roof where it is mounted on rails covering the perimeter of the building. Equipment enables two men to wash all windows with ease and safety.

One freight and two passenger ele-



For More Information Circle No. 290→

# now anyone can make perfect copies ...on ordinary paper...m.m.m. magnifique!



**No expensive copying paper needed**

That's right—with a XeroX® 914 Copier, you can make copies on ordinary paper (plain or colored) or selected offset masters. Push a button—copies flow! Each copy an exact copy of the original—correct and legally acceptable.

**Up to 7 copies per minute!**

The new XeroX 914 Copier adds near-magic speed to fine quality of reproduction. Yet supplies cost only about 1¢ per copy (there are no wet chemicals, and no waste). Think of the savings—in copying time and in paperwork costs!

**What users say about the 914**

"Our entire billing system is based around the XeroX 914 Copier." "Worth half a girl more." "Copies letters, documents, reports . . . even pages in bound volumes." Copies all colors, reproduces from any medium—crayon, pen, etc.

**If you spend $50 or more per month**

for office copying supplies, you can afford to modernize your copying methods, save hours of labor and obtain copies of extra-ordinary quality. Write for booklet. HALOID XEROX INC., DEPT. 9X-220, ROCHESTER 3, NEW YORK.

# NEW XEROX® 914

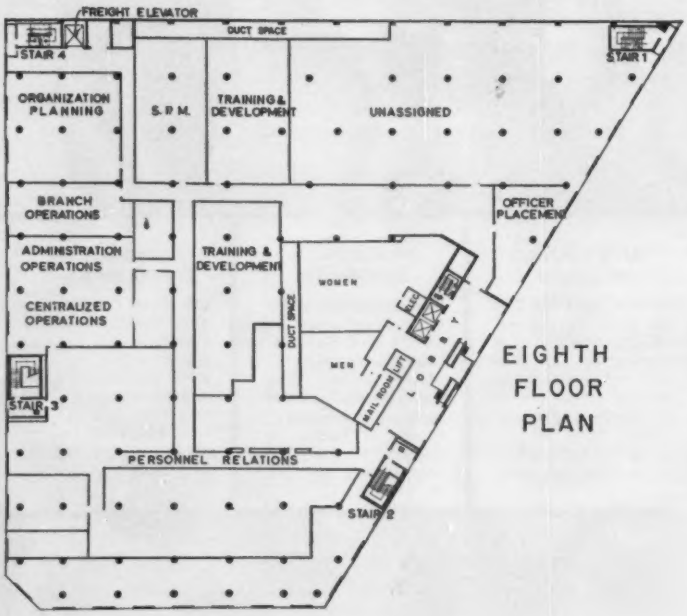
**OFFICE COPIER**

vators operate from basement to roof. Two reversible escalators carry passengers from the lobby to the 8th floor. Three more passenger lifts and another freight elevator can be added later. Escalators were built with a 30° incline, although the vertical distances between floors varies. Escalators are 32″ wide and carry passengers from one floor to the next in 20 seconds, including the walk around. All travel in the same direction to speed peak morning and evening loads. The 1600 occupants can evacuate the building in 20 minutes.

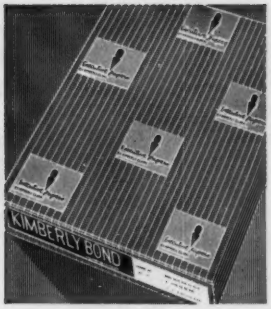
A small staff penthouse and terrace occupies the roof. In addition, employee comfort and convenience are reflected in furnishings chosen by San Francisco office interior design and color consultant Maurice Sands. There are spacious restrooms and women's lounges centrally located on each floor, and an infirmary. Background music system, serving entire building, can be used for emergency announcements.

The mail department, staffed by 104 people, operates 24 hours daily except Sunday and handles 75,000 pieces of mail each day. The department has a fleet of 48 cars and trucks which cover a private interbranch mail delivery route for 250 Bank of America branches from Bakersfield to Redding. The department sends mail via its own system and the postal service to 700 California branches, representative offices and 1000 correspondent banks.

An electric vertical mail lift delivers up to 300 lbs. of mail per minute to all floors at a speed of 80 ft. per minute. Controlled by push-button and a magnetic memory coding system, it picks up and delivers 20″ x 17″ x 10″ baskets by means of carrier arms at 10 ft.




**Located on the eighth floor are organization planning, training and development, officer placement, branch operations, administration and centralized operations, and the personnel relations departments.**




*Executive papers by Kimberly-Clark*

Executive Papers are properly pampered for perfect reproduction on office duplicating equipment. You can choose from cotton fiber, sulphite, coated and uncoated papers — the *right* paper for the job, accurately cut and ready to run. Attractive new wraps keep Executive Papers crisp and clean, right down to the last efficient sheet. Order (and re-order!) from your Kimberly-Clark distributor.

YOU MAKE BETTER BUSINESS IMPRESSIONS ON PAPERS BY KIMBERLY-CLARK

For More Information Circle No. 249

CONTROL AT **TEXAS INSTRUMENTS**

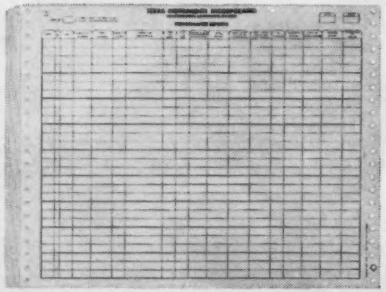
John R. Brougher, Jr., Manager of Data Processing and Computation Department of Texas Instruments Incorporated

# "We control component production on Speediflex"

**THE SETTING:** Production and quality assurance in the Semiconductor-Components division of Texas Instruments Incorporated requires collecting and analyzing a mountain of facts. TI's components include transistors, diodes, rectifiers, resistors, capacitors . . . the highly intricate units used in missiles and space vehicles. Checking production, production rates, and quality calls for processing, verifying, and printing facts in various report forms.

**THE SYSTEM:** Tab card job tickets are used to accumulate cost and production data at each work station. Pre-punched with constant information, the cards collect production data at each work stage and are sent to the Central Data Processing Center for computer processing. Fourteen product departments, with many individual production lines, 3 shifts, and more than 5000 part and operation numbers, are placed on magnetic tape for processing. The computer calculates operation performance, various changes and rates, percentage yield, etc. In the area of quality control, automatic testing machines create a punched test record card for each component. These cards are then used in computer processing for statistical analysis purposes. A 7-part Moore Speediflex form is used to detail production data on the Weekly Line Summary. This is TI's control in print.

**THE FORM:** "Timely production of reports on our high-speed printer requires uninterrupted runs. The flexible bonding action of Moore Speediflex is excellent for a printer that won't take stapled forms," remarked Manager John Brougher of Data Processing and Computation. If you have a forms construction problem or need help in revising your processing system, look up the Moore man in the telephone directory or write the nearest Moore office.



For More Information
Circle No. 474

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## DESTROY CONFIDENTIAL PAPERS

**The only sure way to keep confidential papers Absolutely Secret!**

You positively destroy confidential papers and records—quickly and easily—right in your own office with the new Shredmaster Bantam 10.

Anyone can do it. Handsome and modern design, the Bantam 10 fits your office decor. It's clean and quiet in operation.

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For More Information Circle No. 257

**Drive-in banking windows on the ground floor. A curved driveway from one street to another enables one-way traffic to pass the three windows.**

intervals on an endless 240 ft. chain. At each floor, baskets switch to horizontal conveyor belts and rollers. From the basement to 8th floor, mail delivery time is 90 seconds.

A paper-to-magnetic-tape converter puts information from branches into form for electronic processing. A section head, eight computer operators and a staff of 25 use an IBM 7070 computer for all accounting work necessary to handle exchanges of checks and deposits between 700 branches in the state. Average daily activity involves some 80,000 items. The equipment also handles 14,500 bookkeeping entries per day covering 237,000 Timeplan loan accounts at 172 northern California branches. The data processing equipment records new loans and prepares payment coupon books; posts payments received from customers through the branches; reviews all loans for delinquencies and sends out notices to customers when necessary; watches for expiring insurance and makes daily reports on loans made, payments made and totals of all loan payments and balances outstanding. It also produces periodic reports with detailed listings of all loans by number, balance and due date, totals for each category as well as volume, and other aspects of particular types of loans. The equipment averages 6200 real estate bookkeeping items per day, covering 112,300 accounts at 172 branches. An IBM 1401 is used to do preliminary work for the larger computer, converting punched cards to tape as input and printing the 7070's output

ERMA equipment does all arithmetic for checking account bookkeeping including adding deposits, subtracting checks and striking new balances, sorting checks and deposit slips into numerical sequence of account numbers, maintaining and printing records required by the branches and customers. This equipment includes sorting machines, computer, punched tape typewriters and dollar amount encoders. Each computer system can carry out its basic function for 100,000 accounts.

# Automated File Storage and Retrieval

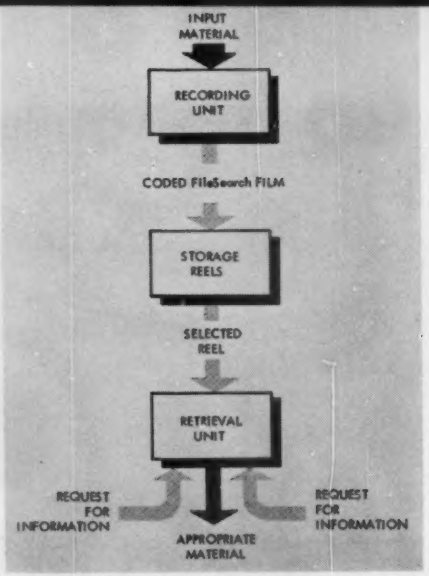


**Diagram of the FileSearch system.**

THE FILESEARCH system, developed by FMA, Inc., El Segundo, Calif., stores 32,000 standard-sized magazine pages on a single reel of microfilm and can accommodate over 1,600,000 pages of information (enough to fill 40 four-drawer file cabinets) in a single file cabinet. When information is desired, machine automatically searches the microfilm reels at the rate of 6400 8½″ x 11″ pages a minute, making copies of requested material. A user can locate, in a few minutes, all the data on a specific subject from thousands of pages of reports or documents. In an average working day he can obtain selected data from over three million filed pages.

The FMA FileSearch system is basically composed of a recording and retrieval unit. The recorder photographs files of documents along with a description of each document's contents which is coded in the form of opaque spots. These are stored together on reels of microfilm. Requests for information are fed by punched cards. Up to six requests can be handled simultaneously. Desired information can be viewed or printed on paper or film. Entire system is integrated in a single 71″ by 55″ x 30″ console except for a recording camera and simple indexing machine. Price of the system is slightly over $100,000. The first installation has just been made in the Navy's Bureau of Ships, Washington, D. C. **For More Information Circle No. 103.**

**Searching material at 6400 pages a minute, FileSearch displays requested information on screen or makes hard copy.**

Sincerly yours,

**STOP!**

That's no way to spell *sincerely*. Retype the whole page – or erase several letters and make the correction? If Keebord Typewriter Paper is in the machine there wouldn't be any question – it erases neat as a pin. Saves time and money, increases office efficiency.

Don't make a mistake when ordering paper. Always buy Keebord papers for letter-perfect crispness and appearance. Trim protective boxes keep each sheet flat and clean until needed.

Keebord papers, for all business requirements, are available in four grades of cotton fiber bond, plus onion skin and manuscript cover. Keebord won't eliminate misspelling, but it helps.

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For More Information Circle No. 212

# A Complete Data System

A TOTAL SYSTEMS concept employing the Stanrecorder to provide fast, accurate recording of employee activities and automatic entry of the data into machine accounting systems has been developed by Standard Register Co., Dayton, Ohio. The electromechanical unit eliminates any manual transribing by recording data in both machine and human language at the source.

Using embossed plastic plates, integral timeclocks, prepunched cards and keyboard as input media, operating personnel introduce numerical information into the Stanrecorder. This information concerns the man, operation or location, time in and out or started and stopped, order or other document number and all necessary variable information. The data is recorded immediately on a two-part continuous, marginally punched form for man and machine reading. Both copies can be refolded into a locked compartment in the machine or one copy can refold while the other may be torn off for whatever action is desired, such as retention by employee or supervisor or to travel with the material.

**A Stanrecorder unit collects data at its source in both human and machine language.**

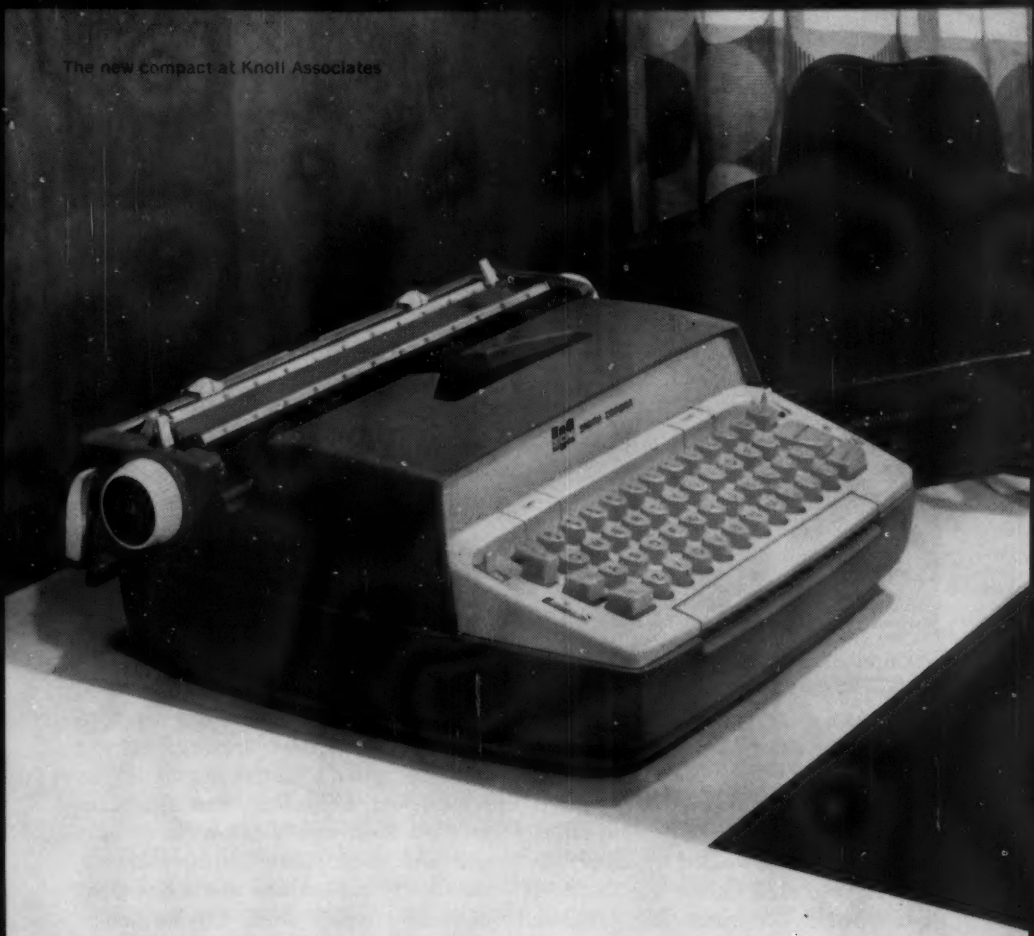
Refolded copies retained in machine remain in a continuous strip for later high-speed automatic input processing. These copies are available only to the person holding the key to the locked compartment and the copy is a completely unalterable and chronological record of all transactions recorded. Forms are processed through the Stanomatic Reader-Translator for machine or computer input (magnetic tape, punched card or punched tape) at up to 300 documents per minute. If required, the forms can be used as source records for manual key punching when volume or other circumstances preclude automatic translation.

The Stanrecorder has a high degree of portability, is fast and accurate; simple to operate. It provides auditable and readable records and can be used for other data collection problems. All units are self-contained and readily movable anywhere within shop or office, requiring only 115-volt AC outlets. An optional feature is a counter which, for example, can be wired to a production machine so the number of pieces produced are automatically recorded.

The machine is modularly constructed for easy and quick servicing and maintenance. This also allows for various combinations of recording elements according to requirements. It can hold 3000 documents in operating



For More Information Circle No. 477→




# the compact office electric by Smith-Corona: $225

Full-sized features in a compact size./The new Compact 200 is an office electric priced at a sensible $225. / It's the compact! New American engineering ideas now make parts work more efficiently in a smaller space. / The carriage is 12 inches wide. The keyboard is the same size as a standard electric. Carriage return is automatic. It does all the jobs of a conventional electric—all but the marginal jobs. But it costs just half as much (or about what you would pay for a manual). / To see this new idea in electrics, just call your Smith-Corona Marchant representative, today.

SCM SMITH-CORONA MARCHANT

**Where volume warrants, the Stanomatic Reader-Translator will automatically read data printed on forms and translate it into punched cards or magnetic tape at up to 300 forms a minute.**

position at all times, plus storage for another 3000. It occupies about 3 sq. ft. of floorspace and is constructed so that nothing can be placed on top of it.

The printed output document cannot be altered once it is printed. If a mistake is made in entering information, document can be voided by simply depressing a button on the keyboard. It is impossible to insert the embossed plastic cards in wrong places or positions. Each document passing the reading head is consecutively numbered and all voided forms are by-passed automatically. The Reader-Translater processes up to 300 forms a minute.

To enable companies to test the Stanrecorder in various applications and conduct systems studies based on its possible use, a feasibility Package (Stanrecorder unit, supply of two-part forms and embossed plastic cards) allows a user to try out the unit in various areas of plant or office under varying conditions and for a number of applications, getting a practical indication of the potential at moderate cost. **For More Information Circle No. 105.**

## Addressplates to Computer Language

A SERVICE DEPARTMENT to convert metal addressplate impressions to electronic data processing language will be established by Rabinow Engineering Co., Washington, D. C. The Rabinow Universal Reader will read all existing metal addressplate fonts at six lines or more a second and code them on punched tape, magnetic tape or punched cards. A list of a million names and addresses can be converted in less than 150 machine hours. It is expected that this service will be later extended to address lists on spirit duplicator and other masters. **For More Information Circle No. 109.**

# BLACK & WHITE MICROFILM PRINTS

## Automatically with DOCUMAT Reader-Printer

**Now, you can have large size, black and white prints in seconds—even from poor quality microfilm that others can't print—right in your own office. Just press a button when you want that copy right now! With a DOCUMAT Reader-Printer anyone can produce a ready-to-use copy that will not fade, crack or peel. Even while scanning the reel for the next print, an enlarged, neatly-framed copy is emerging. If you use microfilm, you need a DOCUMAT Reader-Printer.**

**Check these DOCUMAT features:**

- Anyone can operate a DOCUMAT.
- Prints cost only pennies.
- Copies neatly framed and trimmed.
- Prints and processes automatically.
- Combined operation insures security.
- Accepts all standard film sizes.

**FREE OFFER**

**Mail us your poorest quality microfilm—something no one else could print—and we'll send you a print that proves DOCUMAT succeeds where others have failed. Check the coupon for information or a demonstration.**

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O-561

***The new DOCUMAT Reader-Printer is distributed and serviced by the Charles Bruning Company, The Photostat Corporation and selected independent dealers***

For More Information Circle No. 275

# Magnetic Card Memory

THE CRAM (Card Random Access Memory) for the NCR 315 electronic data processing system was announced by National Cash Register Co., Dayton, Ohio. It employs a removable cartridge containing 256 magnetic cards on which information can be stored in any order, and selected and read in 1/6-second. This provides economical access to large volumes of information and makes it possible to store, sort, update and report through use of a single magnetic file.

In a department store application, for example, it provides immediate information regarding merchandise in stock; in a bank, the balance on a loan or checking account; in a manufacturing concern, a quick report on availability of materials to meet accelerated production requirements.

**NCR's Card Random Access Memory file is expanded in a few seconds by replacement of its 8.3 million digit memory cartridge. A cartridge contains 256 magnetic cards with stored information that can be selected by an NCR 315 computer in one-sixth of a second.**

Random processing of business transactions eliminates the time required to sort items into sequential order for posting. A deck of the magnetic cards can be divided into several parts, such as master file, customer account file or inventory file, and a single magnetic card memory unit used to sort transactions into sequence.

The cards used are plastic, 14″ long and 3¼″ wide. They are suspended from eight two-position rods in a removable cartridge. Each cartridge contains 256 cards. Entire cartridge can be replaced with another in approximately 15 seconds. In operation, the two-position rods turn so that the selected card is released onto a rotating drum where it is read or written on at 100,000 alphanumeric characters a second.

Information is magnetically recorded on one of seven vertical tracks on the cards. The computer also selects the recording track for reading or writing data. Information can be read or written on any track prior to the card's return to the cartridge. Each card can store 21,700 alphanumeric characters or 32,550 decimal digits of information, for a storage capacity of over 5.5 million alphanumeric characters or 8.3 million digits in a single cartridge.

Up to 16 memory units can be operated in a 315 computer system. In addition, the 315 computer also can control up to eight multi-speed, magnetic tape units. Cartridges of magnetic cards are

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The offer is simply this: Accept the use of a Monroe President Accounting Machine, all necessary forms, help in transferring balances from books and thorough instructions to your operator, all absolutely free for one whole month. There is no obligation if you are not convinced that the Monroe Accounting Machine is more than worth its cost. For full details on this unusual offer write: Accounting Machine Division, Dept. 5, Monroe Calculating Machine Co., Orange, N. J.

Discover the growth and profit-ability that can be yours with Monroe Machine Accounting. Discover why thousands of successful businessmen all over America call the Monroe Accounting Machine "The Money Machine." It saves valuable time, saves money by lowering accounting costs . . . makes money by freeing capital to grow on.

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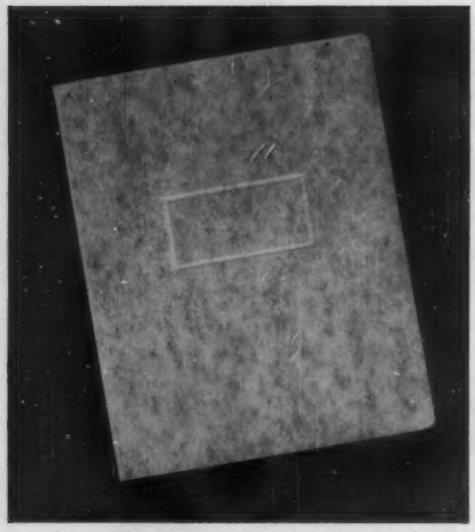
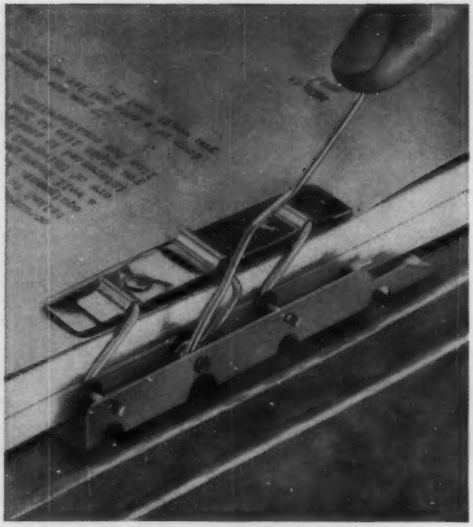
For More Information Circle No. 234



## Remarkable new Accogrip

This is an *instant* binder. It secures your papers yet you don't have to punch holes.

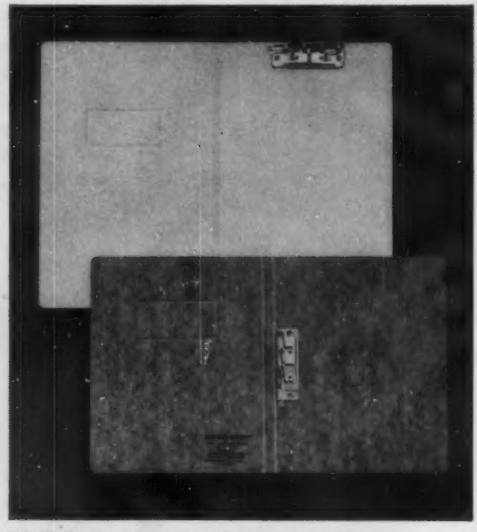


## Grips papers instantly

Opens and closes at a touch of the finger. Keeps papers instantly on tap. Grips without marring.

## Secures as it organizes

Accogrip is a *spillproof* desk organizer. Lets you quickly put away any papers you work with. Yet keeps them readily accessible at your desk or work table. Holds one sheet or hundreds (up to ⅜" capacity). Ideal for letters, bills, memos, photos, reports, records, catalogs, blueprints, job sheets, legal or accounting papers—any size sheet.



## Which style for you?

Letter, legal or special sizes. Clamp positioned side or top. Genuine pressboard in a range of colors. At your stationer's *now*.

**ACCOGRIP®**
**ACCO PUNCHLESS BINDER**

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For More Information Circle No. 244

interchangeable between units.

In random storage, any card can be accessed in 170 milliseconds. Re-access of a card already in the write-read station is only 14 milliseconds. Further speed can be achieved by time-sharing which enables the next card to be selected while processing is being completed on the card currently in the write-read position. Also, all units can be selecting cards at the same time.

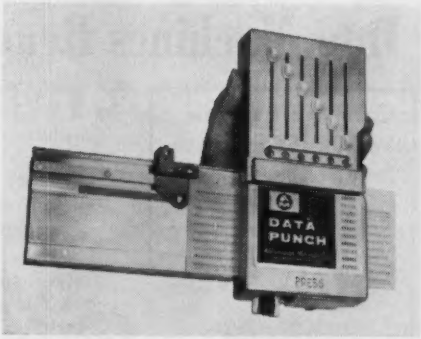
When used as a sequential storage medium, one magnetic card unit can efficiently perform difficult sorting tasks. A full sort with two-way merge capabilities can be performed for up to 69,440 ten-word items on a single unit. There is complete freedom of choice of file maintenance, such as sequentially updating the old file by creating an entirely new master file, and purely random posting of transactions. Several techniques have been developed to use the best features of both random and sequential file posting.

The new memory unit for the advanced solid-state NCR 315 electronic data processing system is priced at $38,000, or it can be rented for approximately $950 a month. No external control units are required. Available with delivery of the first NCR 315 computer systems early in 1962. **For More Information Circle No. 106.**

## Portable Card Printer-Punch

THE ADDRESSOGRAPH Data Punch, announced by Addressograph-Multigraph Corp., Cleveland, measures only 8½" x 4¼" x 1½" and weighs 2½ lbs. It records data in standard punch card code directly on a tabulating card, at the point of origin. Cards then can be fed directly into any data processing system without transcription or additional preparatory steps. It simultaneously imprints for verification and easy reference the data which it punches into the card.

When tabulating card is inserted into the Data Punch, area to be punched is selected by a field indexing gauge and data is entered by positioning a series of keys. What has been entered is visible on dials for quick visual verification. Operating lever is depressed to complete a punched card document. Conventional 80, 51 column or multiple part card sets may be used.




Designed to reduce key punching and proofing labor and eliminate transcription errors wherever source data must be gathered at locations other than the data processing site. In addition, the machine can serve in key punch departments for adding information to previously punched cards, entering special codes or instructions and in recreating data from damaged cards. **For More Information Circle No. 111.**

# How Machines Read This New Language

**Columbia Business Writing Supplies Brand Name Selector**

**RIBBONS**
Classic — Pinnacle
Commander — Rainbow
Marathon — Silk Gauze

**CARBON RIBBONS**
Columbia M-50
Columbia PF-75

**CARBON PAPER**
Accountant Special
Classic — Pinnacle
Commander — Plastisol
Marathon — Rainbow
Silk Gauze

**DUPLICATING SUPPLIES**
Colitho Offset
Ready-Master Spirit

⑆31⑈829⑈ In the field of banking, for example, modern electronic business equipment reads a special language of its own to sort, list and post checks automatically. The ability of the equipment to recognize these symbols depends upon the quality and strength of a unique magnetic ink used to form the image.

Columbia—long a leader in research and development of carbon papers, ribbons and duplicating supplies—has played a major role in the development of these magnetic inks. This scientific breakthrough is even more significant because it is the first in a field whose boundaries are yet unmeasured . . . a field in which Columbia is most capably equipped to pioneer.

*Columbia*

**Ribbons · Carbons · Duplicating Supplies**

COLUMBIA RIBBON & CARBON MFG. CO., INC., GLEN COVE, N.Y.
COLUMBIA RIBBON & CARBON PACIFIC, INC., DUARTE, CALIF.

For More Information Circle No. 235

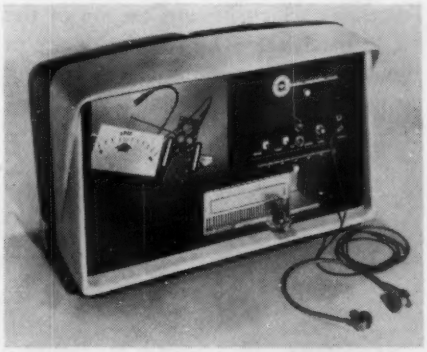
# An Audio-Visual Method to Replace Written Procedures

AUDIO-VISUAL office procedure instruction and indoctrination is now possible by adapting a technique that has proved successful in electronics assembly plant work. The audio-visual procedure replaces the written or printed procedure and is presented to the worker by a unit resembling a portable tv set. Each work step is illustrated by 35 mm slides synchronized with verbal instructions on magnetic tape.

The worker's individual audio-visual procedure unit, made by Applied Communication Systems, Culver City, Calif., contains an automatic slide projector, 5½" x 8" viewing screen and tape playback mechanism. Different procedures can be used by merely inserting another set of slides and another tape cartridge. Any procedure can be easily altered by replacing the affected photographic slides and rewording the respective portion of the tape.

The audio-visual unit is mounted at desk or work station in front of, and on eye level with, the seated worker. The worker hears the spoken instructions through a pair of lightweight earphones while viewing the specific operation in the projected photo. If desired, background music can be mixed with audio instructions and automatically squelched while verbal information is being received. Time standards for the job are engineered into the tape with sufficient time being allowed to complete one operation before a signal sounds, slide changes automatically and audio instructions begin for the next step. If, for any reason, worker has not finished an operation by the time the unit signals the next step, she merely touches a button which stops the tape but leaves the picture on the screen. When she has completed the operation, she touches another button which restarts tape and slide changer to continue the procedure sequence.

The above manufacturer conducts a training course for systems personnel of companies that will put their procedures on this equipment, and provides portable photographic and tape programing kits. After a job is laid out in the best method, it is broken down into operation elements which lead to its step-by-step completion. Each step is



**Worker's individual ACS audio-visual procedure unit contains 35mm slide projector and synchronized tape playback.**

then photographed separately under actual work conditions. The slide shows what, how and where to do each thing for optimum work results. Auxiliary slide information, such as pointing arrows, alphanumeric data, etc., can be incorporated in the photos. Carefully worded verbal instructions are then dictated on the tape accompanying the slides.

The audio-visual procedure method facilitates training new workers and combats absenteeism and peakloads by allowing workers to switch jobs as required. Also, a worker's job can be broadened to include more operations since the worker herself can change the procedure any time by inserting different slides and tape cartridges. **For More Information Circle No. 113.**

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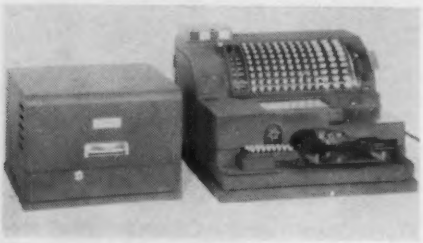
## Automates Window Deposit Accounting

THE SERIES N2070 Post - a - matic Intercoupler for NCR Class 2000 window posting machines used in deposit accounting systems was announced by Systematics Div., General Instrument Corp., Hawthorne, Calif. The Post-a-matic automatically prepares a punched tape record of transactions going through the posting machine.

The Series N2070 consists of an electromechanical sensing device, a tape punch approximately 17″ wide, 16″ deep and 12″ high, and a 1½″ indicator unit which mounts on top of the NCR machine. The sensing device is mounted entirely within the existing cover of the NCR machine. It translates mechanical machine operations to electrical signs to operate the paper tape punch.



**N 2070 Post-a-Matic Intercoupler.**

The locked, soundproofed tape punch contains the punch, programing plugboard and circuitry to translate signals from the sensing device to tape codes. It will punch 5, 6, 7, or 8-channel tape for conversion to punched cards, or for direct computer input. Plugboard controls 12 20-step programs and can be easily reprogramed for new requirements.

Indicator unit's four colored lights signal the condition of punching system to bank teller. One warns teller when 1000 ft. tape supply approaches exhaustion. It also controls an automatic lock which locks posting machine when tape is completely consumed. This eliminates lost transaction data. Other lights indicate parity check, power-on and void-key.

Tellers do not have to find, post and refile ledger cards. Both ledger cards and files are eliminated, saving floorspace. Tellers are freed of all dividend calculations. **For More Information Circle No. 108.**



For More Information Circle No. 472→

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# 2¢

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**PINK SYSTEMS PAPER IS THE ORIGINAL** Use the pink "Thermo-Fax" Systems Paper just as you would any other office stationery. Write, type or print on it. It erases easily and is perfectly dry and clean. Use it for financial reports, letters, invoices, price changes . . . whenever multiple outgoing copies are needed.

**MAKE MULTIPLE WHITE COPIES** Then use the all-electric "Thermo-Fax" Copying Machine to make 5, 10, or up to 25 white Systems Paper copies directly from the pink original. Every copy is a quality copy . . . clean, white, heavy and strong . . . yet, it costs as little as 2¢ a copy! Ready to use in only 4 seconds, too.

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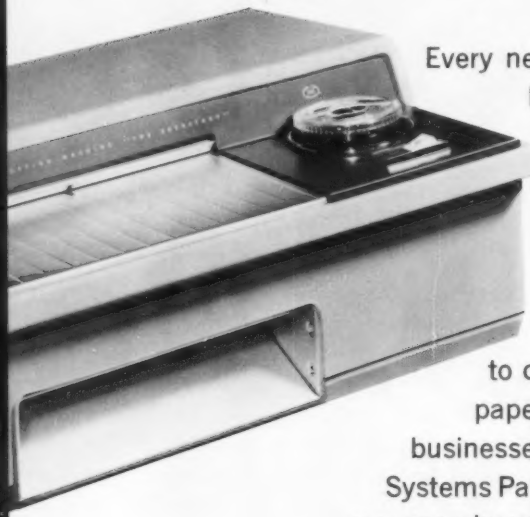

Every new paperwork problem solved by the research laboratories of Minnesota Mining and Manufacturing Company means another cost-saving dividend for you. The versatile "Thermo-Fax" Copying Machine continues to do more new jobs . . . making paperwork flow easier and faster in businesses all over the country. The new Systems Paper copies are another of many reasons why you should use a "Thermo-Fax" Copying Machine to DO MORE JOBS! MAIL THIS POSTAGE-PAID CARD TODAY!

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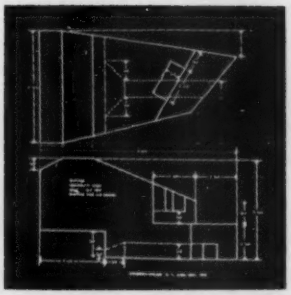
TF-OISP (4117-5)

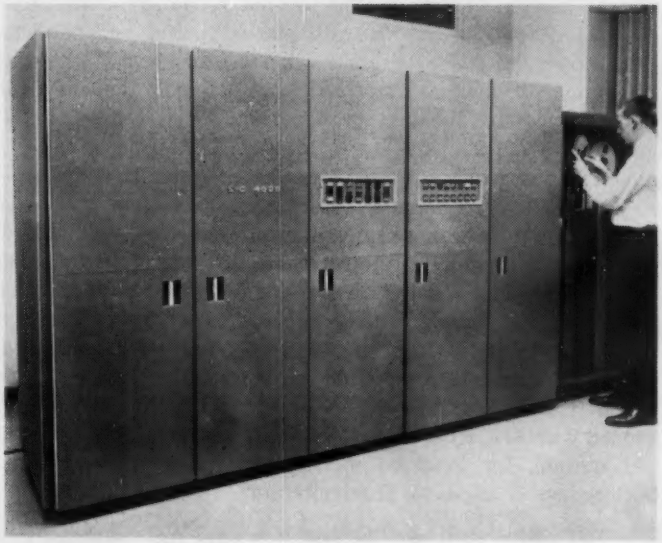
# Computer Output on Microfilm

A COMPUTER READOUT Microfilm Recorder, the S-C 4020, was announced by General Dynamics-Electronics, San Diego. It produces digital computer output in the form of plotted curves, tabular data, alphanumeric printing or a combination of these on 35 mm film at 17,400 characters (or 12,500 plotted points) per second. It can record complex multiview engineering drawings, schematics or numerical tool paths in less than a half-second. Film is processed automatically and selected data may be projected on a direct view screen less than eight seconds after film exposure.

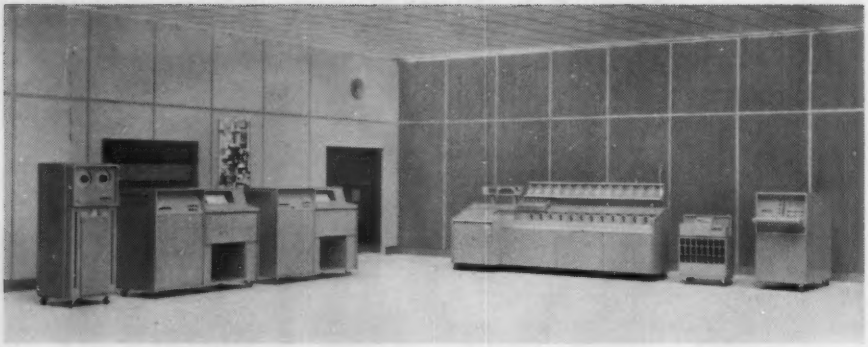


**Computer data on viewing screen.**

The S-C 4020 is compatible with most high speed computers and data processing systems operating either directly from the computer or magnetic tape. It can superimpose a selected form on recorded data, eliminating the need for pre-printed forms and making use of all computer time for processing variable information. Tabular matter and solid copy are printed with typewriter style spacing. Change from plotter to printer and vice versa takes less than 67 microseconds. Basic equipment is 66″ long, 37″ wide, 74″ high; optional projection unit is 88″ long. **For More Information Circle No. 114.**



**The S-C 4020 records any kind of data from a digital computer on microfilm at 17,400 alphanumeric characters a second; 12,500 plotted points a second; or complex drawings in less than a half-second.**



**Burroughs' B-270 electronic data processing system for banks.**

# B270 Electronic Bank System

THE B270 ELECTRONIC data processing system to speed and control the interchange of more than 50 million checks every day among U. S. banks was announced by Burroughs Corp., Detroit. Designed to provide automatic proof and transit operations, the B270 will also convert on-us items to magnetic tapes for computer processing, and may be used for automatic deposit analysis and account reconciliation services.

It takes several months to train a skilled operator of conventional proof machines, with much of this time devoted to teaching complicated routing patterns. Automatic routing on the B270 eliminates this problem. The system utilizes an electronic sorter-reader which reads checks and deposit tickets (coded with MICR) at up to 1560 items per minute, for input to the system. Sorter also is used to physically sort all items.

An internally-programed central processor with magnetic core memory, two high speed multiple-tape listers and a punched card reader for program loading and entry of miscellaneous information are included. Magnetic tape units are added to permit conversion of on-us information for subsequent use in demand deposit data processing. These units also facilitate use of the B270 as an off-line converter for various data processing systems.

Improved item control stems from the system's ability to produce master listings and detailed cash letters in which each item is identified with either the payor bank or the individual payor. This extended audit trail is obtained automatically, with no reduction in handling speed. The system will rent from $6,165 to $8,860 a month. Sale prices range from $252,130 to $366,-130. **For More Information Circle No. 101.**

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New Double-Coated, Non-Curling, Direct Image **OFFSET PLATES**—type on either side. No smudging, scumming or fingerprinting. Use any inks or chemicals. New **DURA-FILM** Carbon Plastic Ribbon for carbon ribbon attachment. Polyethylene base—won't break. Half as thick as paper—therefore twice as sharp. Costs less than polyester ribbons. New **DURA-FAB** Deluxe Ribbon for standard (24 yds.) and IBM electric (36 yds.) typewriter outlives silk and nylon two and three times. New **DURA-BACK** Non-Curling Carbon Paper with new non-slip backing. New formulation won't smudge—gives cleaner copy, lasts longer in severe use...costs no more! New **RED-DOT** Mimeo Stencils produce sharp, clear impressions with ANY type ink: paste, emulsion, water base, oil base. Give exceptionally long runs. New Long-Running **SPIRIT MASTERS** give up to double the runs. Exclusive Blue Print and Stain-O-Graph units.

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For More Information Circle No. 211

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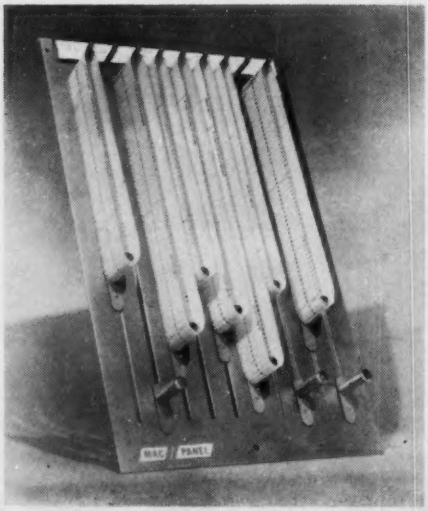
For More Information Circle No. 274

# A Rack to Hold Punched Tapes

A CARRIAGE TAPE RACK for holding punched tapes used with IBM 402, 403, 407, 408 and 409 machines is offered by Mac Panel Co., High Point, N. C. The rack can be conveniently hung on a wall with screws, or attached to the machine by adhesive tape which comes on back of the rack.

Identification labels are clearly visible atop each tape which is held in place by proper tension of vertical slides which adjust for any length of tape and allow easy removal of tapes when needed. The rack eliminates rolling or folding of tapes. Comes in medium gray. **For More Information Circle No. 112.**




**Carriage tape rack holds punched tapes without rolling or folding.**

**AUTOMATIC MICROFILM READER-PRINTER**

Automatically makes a cut, letter-size print of outstanding quality from 16 or 35 mm microfilm in 20 seconds. Anyone can use the desk-top Filmarcor, under any lighting conditions, to produce 60-70 prints an hour.

**ARCOR**

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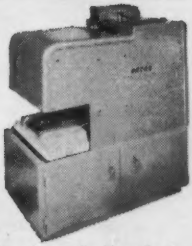

Produces perfect, true photo-exact copies of any document at the rate of six a minute—all automatically—just press the button. All office personnel can use the Arcor Electronic for multiple copying of any subject matter including all colors.

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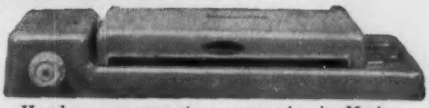

Handsome, compact, economical. Makes photo-exact copies — anywhere, anytime. Copies all colors. Various models capable of processing paper from 8½" up to 33". The smallest office can profitably use the Polymicro.

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For More Information Circle No. 451

## Facsimile Transmission Equipment

DATAFAX facsimile transmission equipment, distributed and serviced by Dictaphone Corp., New York, will transmit all types of images (photographs, drawings, handwriting and typed or printed data) in exact dimensional facsimile of the original.

Copy is received dry; smudgeproof and permanent. The system operates over telephone and intercom lines, radio and microwave channels, and requires no darkroom handling or treatment. It can link any number of offices or plants, regardless of distance. Manufactured by Stewart-Warner's Electronics Div., Datafax equipment will now benefit from Dictaphone's more than 200 offices and full-time service organization of about 900 people. **For More Information Circle No. 104.**

---


# New Miller-Trojan "SHARPSHOOTER" handles all 3

**Ektalith, Xerox, Gevacopy backs interchange easily and quickly. All backs mount in same focal plane; use same focusing scales for each.**

**Length only 63½". Built low for easy loading of copy. No complicated controls; anyone can operate after brief instruction.**

**Wollensak wide field lens permits 3x enlargement, 3x reduction. Copy board size 22" x 25".**

**Transformer-operated incandescent exposing lights permit operation at three different intensities. Economical, yet provide high intensity light necessary for transfer processes.**

**16-hour training classes in process camera operation are conducted at the Miller-Trojan plant. Openings are presently available for your personnel.**

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MILLER-TROJAN HUSKY SERIES

**MILLER-TROJAN** Company Inc. Troy, Ohio

*Dealers in All Principal Cities*

For More Information Circle No. 460

NEW

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# TRANS-SHELF

**BY RECORD FILES, INC.**

- *it's an open-shelf file!*
- *it's a record transfer unit!*
- *it's an inactive records file!*

If you have old-but-still-valuable records taking up space in your active files... if you would like to take advantage of the work-saving and efficiency feature of open-shelf filing for your semi-active records, but are wary of the cost . . . all-steel TRANS-SHELF is the low cost answer! Buy them individually or a hundred at a time and stack them up into a solid wall of permanent protection. An entirely new concept in record storage and handling, TRANS-SHELF is as versatile as it is economical. It's the perfect vehicle for carrying records from active open-shelf or grade A files to their new location. Available in letter and legal size, with or without doors... add a removable shelf support and the door becomes a handy work space. The TRANS-SHELF door is something special! Spring-loaded hinges hold it securely in position whether it's open or closed. There is a lot more you should know about new TRANS-SHELF . . . so write today for detailed brochure. Record Files, Inc., Wooster, Ohio.

For More Information Circle No. 219

These Quality stores are featuring the Amfile Sort-All Offer!

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**ARIZONA**
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Tucson Office Supply Co.
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**Alameda**
Gadsden's Stationers
**Alhambra**
Alhambra Office Supply, Inc.
**Bakersfield**
Valley Office & School Equip. Co.
**Glendale**
Heck's
**Inglewood**
Inglewood Book & Staty, Co.
Sanders Office Supplies
**Long Beach**
Belcher & Schacht
Eastman Office Supply
Harvey Freeman & Son, Inc.
Gill's Office Supply & Equip. Co.
**Los Angeles**
Accountant Stationers & Printers
Aldine Printing Co.
Associated Stationers & Printers
Capitol Stationers
Columbia Stationers & Printers
The Dozar Co.
Fisch Stationery & Printing Co.
Fowler Brothers
Grimes-Stassforth Stationery Co.
Imperial Stationers
Industrial Staty. & Printing Co.
Mel Whitson Stationers, Inc.
Mercury Printing & Staty. Co.
Savel-Commercial Staty. Co.
Westchester Stationers
Westwood Office Supply
Wilshire Office Supply Co.
**Redwood City**
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**Sacramento**
Orman & Wyatt
**San Diego**
Arey-Jones Company
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Schwabacher-Frey Stationery Co.
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Curtis Lindsay, Inc.
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**Santa Barbara**
Pacific Coast Publishing Co.
**Sherman Oaks**
Valley Stationers, Inc.
**South Gate**
Myers Stationery
**South San Francisco**
Brown Stationers
**Sunnyvale**
Hillhouse, Inc.
**Van Nuys**
Bush's Van Nuys Staty. Store
**COLORADO — Denver**
Colorado Office Supply, Inc.
**CONNECTICUT**
**East Hartford**
Charter Oak Stationers
**Hartford**
Hartford Office Supply Co. Inc.
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**DISTRICT of COLUMBIA**
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Ginn's Stockett-Fiske Co.
**FLORIDA**
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Long Office Supply Co.
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**ILLINOIS**
**Aurora**
Fredrickson's Office Supply & Equip.
**Belleville**
Egyptian Stationery Co.
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Dahl Stationers
**Chicago**
Acro-Adroit Inc.
All Types Office Equip. Co.
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Dearborn Equipment Corp.
B. H. Hallin & Associates
Indexing & Equipment Corp.
Johnsin Office Supply, Inc.
Just & Son
Knobe The Stationer
Modern Office Supply Co.
Ohlson Stationers
G. S. Pearson Co.
Quill Office Supply Co.
Racana Office Equipment
Randolph Printing Co.
Ravenswood Office Supply Co.
Sun Office Supply Co.
Troy Printing & Office Supplies
Utility Stationery Stores
W. J. Saunders
**Decatur**
Haines & Essick Co.
**Elgin**
Beck's Inc.
**Joliet**
The Book Shop Inc.
**Morton Grove**
Dempster Stationers Inc.
**Peoria**
Business Equip. Co.
Jacquin & Co.
**Rockford**
Fisher's Office Equip. Co.
L. J. Zant Office Machine Co.
**IDAHO — Boise**
Finch's Stationery
**INDIANA**
**Evansville**
Fuquay Printing Co.
**Fort Wayne**
Amco Business Service, Inc.
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**Weymouth**
Monument Mills, Inc.
**MICHIGAN**
**Bay City**
Typewriter Exchange
**Detroit**
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**Grand Rapids**
Bixby Office Supply Co.
Grand Rapids Office Supply
**Kalamazoo**
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Ihling Bros. Everard Co.
**Saginaw**
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**MINNESOTA**
**Minneapolis**
Bertelson Bros.
Farnham Stationery & School Supply
Miller-Davis Co., Staty. Dept.
Thomas & Grayston Co.
**St. Paul**
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St. Paul Book & Stationery Co.
**MISSISSIPPI — Clarksdale**
The Office Supply Co.
**MONTANA — Glendive**
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**NEBRASKA**
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**Mount Holly**
Town Hall Stationers
**New Brunswick**
Harry Strauss & Sons
**Newark**
Acme Stationery & Printing Co.
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**Oaklyn**
Yorkship Press
**Orange**
W. V. Snyder Co.
**Trenton**
H. W. Clopp
**Union**
Commercial Stationers of Union
**NEW YORK**
**Glen Falls**
Russell & Wait
**Jamestown**
Office Machines & Equipment Co.
**Long Island City**
Plaza Staty. & Prtg. Co.
**New York City**
Apollo Staty. Co. Inc.
Commercial Stationery Co.
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Standard Office Equipment Co.
Republic Office Supply
**Watertown**
Edward M. Lying
**NORTH CAROLINA**
**Greensboro**
S. T. Wyrick & Co.
**Winston-Salem**
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Mike Bryan — Office Supplies
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Prinz Office Equipment Co.
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Gorny-Winzeler Press
**Canton**
Rice Office Supply Co.
**Cincinnati**
Redeker & Dick, Inc.
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**TENNESSEE — Memphis**
S. C. Toof & Co.
**TEXAS**
**Amarillo**
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Peck Office Supply
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**UTAH**
**Ogden**
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Mid-West Office Supply Co.
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**WASHINGTON**
**Seattle**
Rainier Office Supply & Service
**Spokane**
Desks, Incorporated
**Vancouver**
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*Anyone who handles papers can save sorting time with the*

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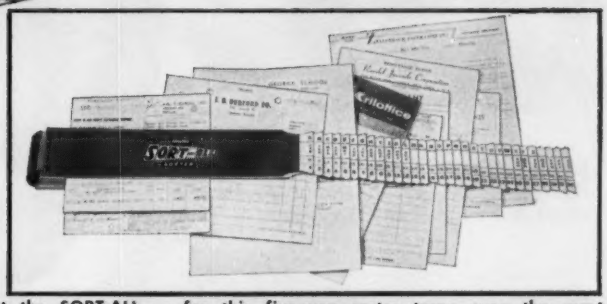
# SORT-ALL



No office should be without the SORT-ALL — for this five-way sorter turns even the most inexperienced worker into a sorting and filing expert. Sorts alphabetically, by 1-31, days of week and months, or numerically. Complete with 31 printed grey pressboard leaves protected with welded plastic covering. Bound with patented, perma-sealed plastic ring. Has rubber feet to prevent marring of desktops.

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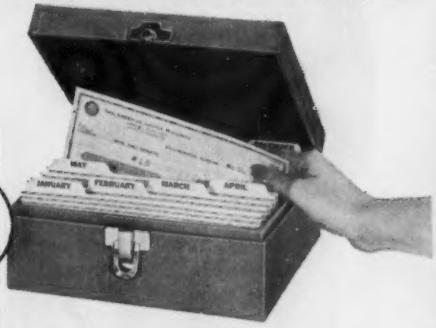

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EASTERN OFFICE:
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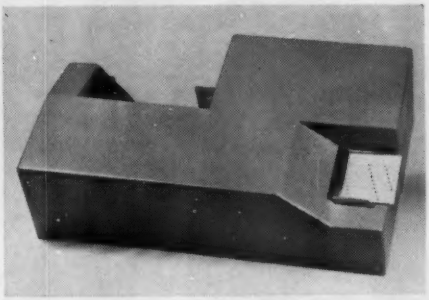
For More Information Circle No. 454

# Small Punched Card Serial Reader

THE COMPACT Raeden serial tabulating card reader is available from Syntronics, Torrance, Calif., in two models for input and output of computer systems, for use in conjunction with accounting machines, for numerical controls for automation of machine tools, as a direct hook-up with subsets for direct telephone line transmission of data, etc. Ease of maintenance, flexibility of programing, 9″ x 6″ x 11″ size and economy are features of this unit. **For More Information Circle No. 107.**



**The Raeden punched card reader can read 20 columns a second; skip 80 unused columns a second. Cards can be fed singly or 500 at a time.**


THE

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**FIVE FEET OF SHELF SPACE**

**Used By Thousands of Industries, Schools, Libraries, etc. U. S. Govt.**

**STURDY & DURABLE**

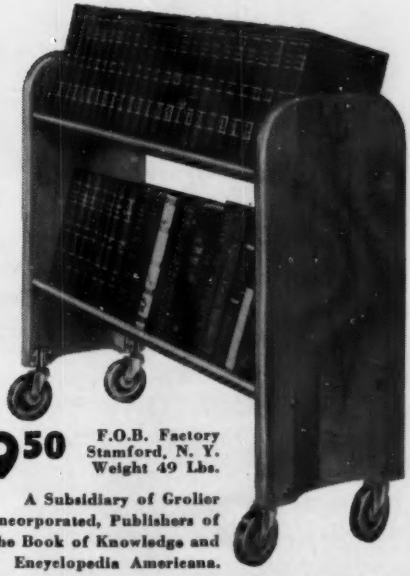
Choice selected 1¼″ hardwood. Sloping shelves angled for title reading, doweled and bolted to assure durability. Side-riveted swivel casters by Bassick with resilient rubber tires. Rolls smoothly with a full load.

Walnut Finish or Natural Wood Finish

32″ long, 13″ deep, 31″ high. 14″ between shelves

**ATTENTION**

**It's here—a mobile office unit—New, Functional. o o o It rolls o o o**



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You've never seen anything like it! You get clearer, heavy-weight copies—black or brown—less curl, less crease. Superior contrast, non-glare and non-transparent. Will accept more handling—will endure prolonged exposure to heat and has better file life . . . all this and it costs less. For free demonstration write

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For More Information Circle No. 329


## Tape Translators

ELECTRONIC CONVERTERS that automatically translate records on magnetic tape from IBM and Univac language into Honeywell language, were announced by Minneapolis-Honeywell's Electronic Data Processing Div., Wellesley, Mass., said Walter W. Finke, president of the division.

Honeywell plans to use the machines on a service basis to assist users of Honeywell EDP systems who wish to convert other tapes to Honeywell tapes. Translations proceed at whatever speed the non-Honeywell tapes read the recorded data, and may often result in tape savings with the ratio running as high as 2½ non-Honeywell tapes to one Honeywell tape. **For More Information Circle No. 189.**

## Medical Printout

A COMPUTER print-out sub-system suitable for the Medical Literature Analysis and Retrieval System (Med-

*"Had a close call today—almost forgot my secretary's birthday."*

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# BORROUGHS CABINETS

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YES, that's a fact worth repeating—and there's plenty of proof to back it up. Borroughs Cabinets are engineered for top performance—designed for durable service—styled to complement the decor of any office—and there's a size and style for any need you can name. Heights are 29″, 42″, 78″, 84″—depths 12″, 18″—width 36″. The 78″ unit is available with steel sliding doors, and the 29″ and 42″ models can be had with steel or glass doors. Sliding shelves are easily adjustable without nuts or bolts. Choice of 5 modern colors, in electrostatically baked-on enamel.

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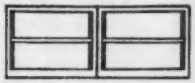

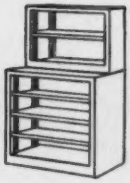

Here's just a sample of how you can arrange Borroughs Cabinets in convenient, attractive combinations.

**BORROUGHS MANUFACTURING COMPANY**

A SUBSIDIARY OF THE AMERICAN METAL PRODUCTS COMPANY OF DETROIT

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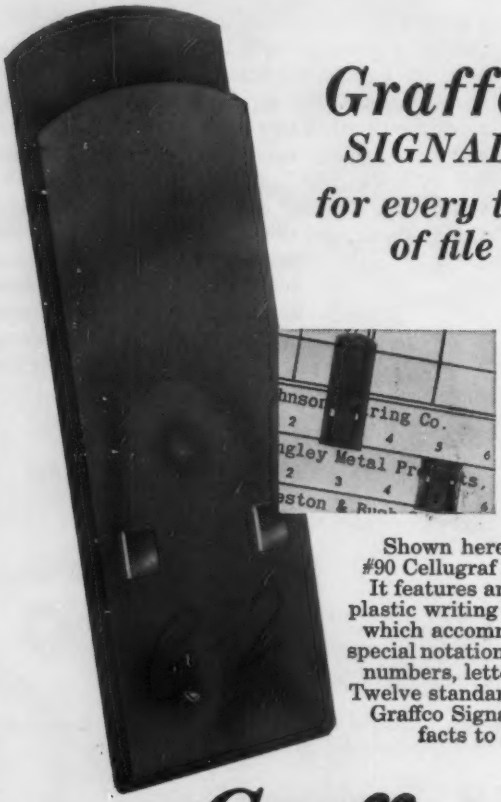
For More Information Circle No. 210

lars), sought by the National Library of Medicine, has been developed by A. B. Dick Co., Chicago, and presented to representatives of IBM, Philco, General Electric, Armour Research Laboratory, Computer Control Co. and Minneapolis - Honeywell, all of whom may seek prime contracts or overall systems responsibility for the Medlars project. Specifications issued by the National Library of Medicine, under the Department of Health, Education & Welfare, call for an automated retrieval method for medical literature to serve virtually any person in the world.

The A. B. Dick print-out system is compatible with computer output on aperture cards, microfilm, video tape, punched cards, perforated tape, magnetic tape, or hard copy. Principle components of the system are A. B. Dick high-speed Videograph scanning and printing units, an A. B. Dick Photoplax camera-processor and an A. B. Dick offset duplicator.

The scanning unit will scan the computer output media and signal what to print including spacing, type faces and sizes, line justification, etc. The printer produces hard copy immediately ready for platemaking. In two minutes, an aluminum offset plate is ready for printing (two-up) 18,000 pages per hour for the *Index Medicus*. **For More Information Circle No. 102.**

# Graffco SIGNALS

## for every type of file

Shown here is the #90 Cellugraf Signal. It features an opaque plastic writing surface which accommodates special notations such as numbers, letters, etc. Twelve standard colors. Graffco Signals bring facts to life.

GEORGE B. Graff COMPANY

54 Washburn Avenue, Cambridge 40, Mass.

For More Information Circle No. 316

## New efficiency inside · New styling outside
## New performance, too!

The Copease Champion's exclusive Posi-Contact exposing process gives finer copies than ever before possible on any comparable machine. This unique negative-to-original contact gives top quality copies with all the speed and convenience of a rotary copier. You're assured good copies of the most difficult originals. And there's no dial adjustment for 96% of all copying. Paper waste practically disappears because guesswork is eliminated.

The result? Unbeatable operating economy. Tests by America's leading corporations prove that the new Copease Champion produces high quality copies more economically than any comparable machine.

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☐ Send *free* literature on the new Champion.

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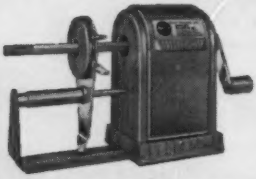
For More Information Circle No. 273

# THE SHARPEST OFFICES DEPEND ON APSCO SHARPENERS

## The Apsco "ATLAS" Pencil Sharpener

The Apsco "DEXTER"

The Apsco "DANDY"



The ATLAS, one of the complete line of Apsco Pencil Sharpeners, is one of the most popular models specified for general office use. Typical of all Apsco products, the ATLAS is a high-quality sharpener, yet is priced economically. Quality features include a positive stop, nylon dial selector, heavy-gauge welded all-steel frame, and long-life, replaceable cutterhead. Specify Apsco products for YOUR office – there are none better.

Apsco

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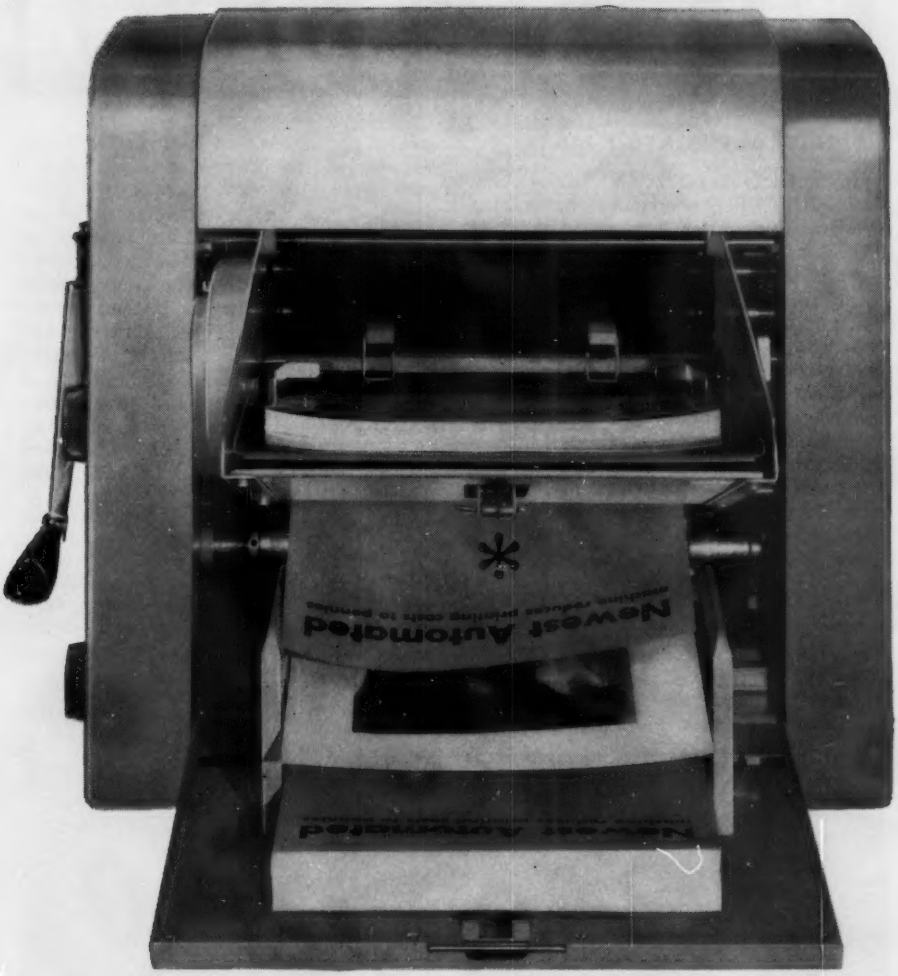
**APSCO PRODUCTS, INC.**

P.O. Box 840, Beverly Hills, California

For More Information Circle No. 272

# no hands!




## *REX-ROTARY AUTOMATICALLY COLLATES AS YOU PRINT!

Yes, the Super Rex-Rotary D-490 silkscreen mimeograph frees busy hands for other work . . . because it interleaves your order blanks, or flyers, while you print the message. And it prints even photographs with unequaled quality. That's because this rugged, automated machine is designed like a printing press, using non-leaking printer's ink. 100% hairline registration makes multi-color precision work easy. To lease or buy call your franchised Rex-Rotary dealer today, or write: REX-ROTARY DISTRIBUTING CORP., 387 Park Avenue South, New York 16.

For More Information Circle No. 449

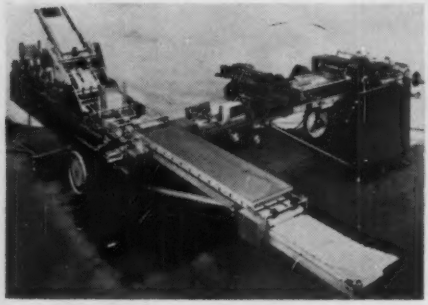
# New Products

## SPIRIT DUPLICATOR MASTER

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 48, Ill., announces the Azofax Process which allows preparing a spirit duplicating master automatically in four seconds. The original copy, Azofax master sheet and Azofax transfer sheet are combined and passed through any Thermo-Fax copying machine. Master is then placed on any fluid duplicator for producing up to 50 copies in 30 seconds. Any number of masters can be made from each original. Original copy can be printed, typed, drawn or handwritten as long as it absorbs infrared rays. If a particular ink, pencil, etc., does not produce a good master, simply use a carbon back-up sheet. **For More Information Circle No. 176.**

## ENVELOPING, MAILING MACHINE

EnMail Machine Corp., 30 Park Ave., New York 16, N. Y., announces its fully automatic enveloping and mailing machine which automatically does every step in the mass mailing process: assembles letterhead



and enclosures of same or different sizes; nests all or part of enclosures by completely folding letterhead around them; places address card, if used, on top of letterhead; manufactures window envelope around enclosures and letterhead in exact size desired from a roll of paper, applies glue and seals it; prints corner card, postal indicia and advertising matter on both sides of envelope; affixes stamps or postage by meter with use of standard accessory; counts and stacks completed mailings. Machine has six stations including one sheet feeder for letterheads and one for address card. Stations can be added or eliminated if desired. Operates at a speed of 6000-7500 per hour. Three motors have a total horsepower of 1¾, 115-volts, 60 cycle single phase AC. It is controlled by a simple lever action switch. **For More Information Circle No. 473.**

## CURRENCY VERIFIER

Anton Electronic Laboratories, subsidiary of Lionel Corp., Hoffman Place, Hillside, N. J., announces a currency recognition device which employs a pattern

recognition system to accept or reject $1, $2, $5, $10, $20, $50 and $100 bills. It operates on solid state devices and its reaction is instantaneous. Lionel will make the device available to original equipment

manufacturers to handle low denominations for vending machines, any required denomination for coin-changing machines, or the full range of bills for banking and money-handling institutions. **For More Information Circle No. 144.**

## COPYING MACHINE

Anken Chemical & Film Corp., Newton, N. J.; Ozalid Div., General Aniline & Film Corp., Johnson City, N. Y.; and Photek, Inc., Providence, R. I., subsidiary Textron, Inc., have simultaneously announced a fully automatic machine which copies any kind of original up to 11″ wide and to lengths of 150 ft. It automatically turns itself on when an original is fed into it, makes exposure, adjusts itself to length of original,

trims positive, delivers developed print flat and dry at rate of four copies per minute and turns itself off. It is reported to make clear black-and-white copies of all colors, produce high quality permanent copies and give a usable copy every time. Marketed under the names Amptomatic, Transcopy Automatic, Cormac 600 and Contura Executive by the four marketing subsidiaries of Anken; called Transfer-a-matic by Ozalid; and Consecutor by Photek; the machine employs the diffusion transfer copying process. It processes single-sheet documents with images on opaque or translucent paper or transparent film, printed or written on one or both sides. It copies image colors printed on various background colors. Since machine cuts copy paper from a roll to the length of original, there is no need to stock various size cut negatives and positives. Machine operates on 115-volt, 60 cycle AC. No warm-up period is required. It produces a crisp black image on standard white paper. Casing for the 22″ wide, 18″ deep, by 10″ high copier is molded of polystyrene. Weighing 65 lbs., the machine is easily accessible for operator to replenish paper. One-piece plastic top, hinged at rear, flips up to expose entire mechanism. **For More Information Circle No. 478.**

## CHECK-CASHING CAMERA

Gard Electronics, Inc., 111 Eighth Ave., New York 11, N. Y., announces the Camera-Gard which simultaneously takes a photograph of a check casher and his check and records it on a single frame of 16-mm. film. The camera is mounted on casting and stands 26″ high. An insurance policy covering forgery or alteration of

checks is available at nominal annual premium to users of Camera-Gard, covering up to $100 for personal and $200 for corporate or government checks, money orders or traveller's checks. The single-frame 16-mm. negatives are legally acceptable evidence in U. S. Courts. Machines may be leased or purchased. A limited number of franchised dealerships are available. **For More Information Circle No. 178.**

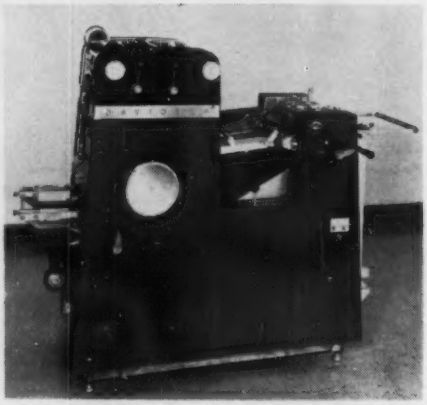
## PORTABLE OVERHEAD PROJECTOR AND FILMS

Minnesota Mining & Mfg. Co., 900 Bush Ave., St. Paul 6, Minn., announces an overhead projector which combines complete portability with all the features of a full-sized standard model. The projector is one of a series of developments the company is introducing to supplement its Thermo-Fax visual communications products. Also announced were an extra quality line of positive, negative and color projection transparency film, color lift film, and an audio kit and slide attachment. The portable projector folds into a single, self-contained unit which may be carried as easily as a traveling case,

quickly set up and ready for operation. Aperture on projection stage is 10″ x 10″, equal to a full-sized model. Has 500-watt lamp, 14″ focal length and f3.5 lens, costs $299. Weighing 30 lbs., projector is 14″ wide, 22″ long and 10″ deep when encased. It opens to an operating height of 22″. The extra quality film provides improved performance and greater handling ease. Sturdier than regular Thermo-Fax projection transparency film, it will sell for from 16c to 20c per 8½″ x 11″ film depending on quantity. The color lift film is used the same as regular films to make a four-color transparency from any magazine page in about two minutes from start to finish. Its cost ranges from 13c to 16c per sheet. Simply run in one four-second operation through any standard Thermo-Fax dry process copying machine along with picture to be reproduced. Picture adheres to the film and paper is removed by soaking it in a solution of detergent and water. The audio kit is designed for 3M's standard projector, making it a complete audio-visual unit. Kit consists of a 10-watt amplifier with a speaker which, when not in use, fits on top of projector stage for easy storage, and a microphone which may be hand held or used with a chest harness. Amplifier system fits inside body of the projector, is built so external sound sources such as tape recorders can be plugged in and used with it. Its cost is $110. Slide attachment, for $24.50, is used with standard projector to enable it to handle slides ranging from 3¼″ down to 35mm. As with regular projection transparencies, slides may be viewed in fully lighted room. **For More Information Circle No. 163.**

## OFFSET DUPLICATOR

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., announces the Dualith 500, a small high-speed offset duplicator styled by designer Henry Dreyfuss in choice of four colors to match modern office decor.



The few, simple controls are located for fast, easy changeover from one job to another. Davidson's two-cylinder basic design has been retained and machine will handle a wide range of stocks from the very lightest to the very heaviest and up to 11″ x 17″, producing highest quality printing from metal or paper plates. All sheets are stripped and delivered posi-

tively by the built-in chain delivery system. There is increased ink fountain capacity and increased paper capacity in both feed and delivery mechanisms. Extreme accuracy of registration and fine ink coverage of past Dualiths have been further improved. The Dualith 500 will print two sides of a sheet simultaneously, one side by offset lithography and the other by direct lithography. It will do dry offset printing for longer run work; Davengraving (printing and embossing in a single run) and printing or imprinting by letterpress from rubber plates, Linotype slugs, curved electrotypes, or T-bottom type. **For More Information Circle No. 462.**

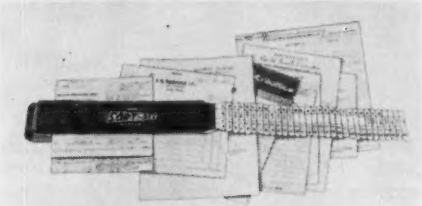
## SHELF FILES

Visi-Shelf File, Inc., 105 Chambers St., New York 13, N. Y., has designed shelf filing units in three series. Visi-Shelf units

are available in 30″ or 36″ widths with from seven to ten openings, providing 96 different styles and filing combinations. D Series, for maximum record protection where dirt, dust, water and fire are factors, incorporates Visi-Shelf drop doors. O Series offers maximum filing space in minimum floor area. E Series offers economy in either letter or legal size with a 3″ folder frontal overhang. All units include: face-mounted reference shelves; tilting, finger-tip compressors; facile guide pulls; individual locks and range finders. For four-color catalog, **Circle No. 179.**

## CHECK SORTER & FILE

Amberg File & Index Co., Kankakee, Ill., for a limited time, offers the Amfile A31 Sortall and the Amfile Canceled

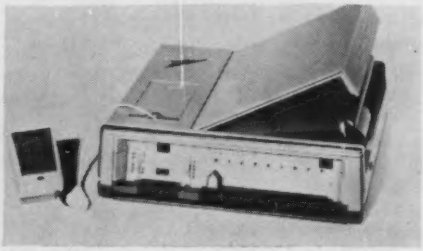


Check Case at $4.50, usual retail price of the Sortall alone. **For More Information Circle No. 121.**

## DICTATING MACHINE

Stenocord of America, Inc., 37-20 48th Ave., Long Island City 1, N. Y., announces the Explorer portable dictation machine, a complete dictation unit for use in office or on the road. Explorer's magnetic belt medium is fully compatible with Stenocord's 400D desk model. Rugged but light, unit is completely self-contained and transistorized with microphone, battery, charger, charge indicator and carrying handle in a sturdy metal case. All operating buttons and microphone are within

the unit, eliminating need for extra carrying case although one is available. Ultrasensitive high fidelity microphone works equally well for regular dictation or conferences and rolls up on its cord into the



machine, remaining out of sight until used. Permanent nickel-cadmium battery may be recharged from American or European outlets or from auto cigar lighters. Power supply indicator shows how long it may be operated before recharging. Has adjustable playback volume control, regular or ultrasensitive conference position for microphone. Signal bell sounds 30 seconds before end of belt. Pinpoint live scanning is achieved by moving scale pointer to exact point of the conversation you wish to review. Pilot lamp is another control to aid user with dictation. **For More Information Circle No. 147.**

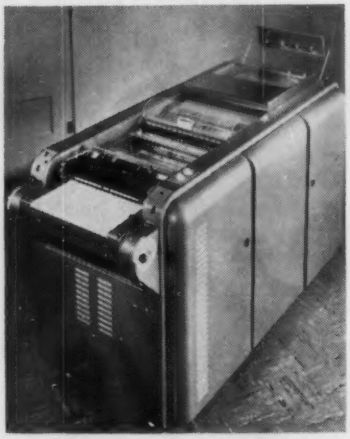
## MICROFILM

Dynacolor Corp., 1999 Mt. Read Blvd., Rochester 15, N. Y., makes a high speed, fine grain microfilm, priced up to 15% less. Available in 16mm, 100 and 200 ft.

rolls; and 35mm, 100 and 1000 ft. rolls (all unperforated). It can be processed by anyone with conventional equipment. Speed of Dynacolor Microfilm is approximately equivalent to ASA 30. Despite its ultrafine grain, it may be loaded in daylight. **For More Information Circle No. 175.**

## DIAZO COPIER-CUTTER

Charles Bruning Co., Mt. Prospect, Ill., announces that more than 3000 letter-size copies cut to size and stacked can be produced with its Copyflex Model 61 in an hour. In one continuous operation the fully automatic Model 61 integrates basic printing, cutting and stacking functions for high volume output of both letter-size and 11″ x 17″ copies. After original is positioned automatically in machine, control knob is set to desired number of copies and machine automatically prints



and cuts them to pre-selected size from a 500-yd. roll of 17″ sensitized paper. Letter-size reproductions are achieved by an automatic slitting device which perforates the 17″ roll lengthwise, and duplicate originals are fed side-by-side. For continuous copying, the Copyflex Model 61 automatically ejects one set of originals at end of production run, inserts another and, without interruption, produces copies in pre-set quantities. Special transformer assures consistent, dependable output from the 2250-watt mercury-arc lamp regardless of fluctuations in current. Unit requires 220-volt, 60 cycle, single phase, 35 amp. AC and is 47¼″ high, 35½″ wide and 94½″ long. Front and rear

delivery and receiving or stacking trays are at waist level. Retails at $9562. **For More Information Circle No. 141.**

## PORTABLE REFRIGERATOR

Morphy-Richards, Inc., 232 S. Van Brunt St., Englewood, N. J., announces the Astral refrigerator with shelves on the door, compartment with sliding doors for butter and cheeses, egg rack and an additional shelf for odds and ends. As a portable, it is a time-saver in the office. Fitted with available legs, it becomes a console to match any decor where spot refrigeration is desired. It has no moving parts, and thermostat control maintains steady temperature at all times. Adaptable to AC or DC on any voltage from 6 to 220. Available in standard chip-resistant white enamel or walnut finish. Exterior dimensions are 21 1/5″ deep, 21 1/4″ wide, 25 2/5″ high; interior 11 5/16″ deep, 15 3/4″ wide, 19 1/2″ high. **For More Information Circle No. 461.**

## TAPE REEL FILES

Tab Products Co., 995 Market St., San Francisco 3, Calif., announces two developments in reel storage equipment. For open storage, a six-rack shelfless reel cabinet stores 120 reels with maximum accessibility. Shelfless construction is dust-free because bottomless, welded-in racks allow dust to fall through to the bottom of the file where it is easily removed. Open front provides ease of labeling for reel identification. Also available are two-rack and four-rack cabinets. A new 20-reel rack fits inside Tab Products' regular reel storage cabinets to provide closed storage for reels with speedy "put and take." Reels in containers are securely positioned by nickelplated wire separators. Included with each rack is a shelf-length celluloid label holder with pressure-sensitive back for attachment to front of shelf. For 80-page Catalog 10 on data processing auxiliary equipment, **Circle No. 122.**

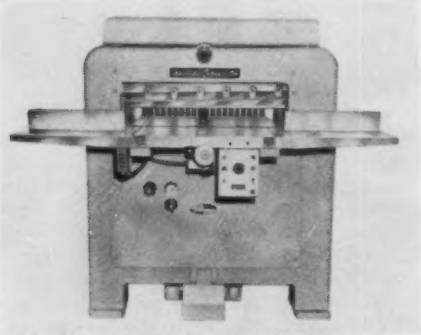
## TRANSLUCENT MASTER PAPER

Paterson Parchment Paper Co., Bristol, Pa., announces a medium-weight translucent parchment master for office whiteprint copying machines. Patapar 44-45 is for offices desiring a direct-copy master for special applications. More economical, it has unusual brightness and visual opacity; transmits ultraviolet light at high rate for high printing speeds. Providing a perfect surface for printing or writing with regular or opaque inks, Patapar 44-45 also reproduces anything typed or drawn with clarity. With a substance of 19½ for 500 sheets, 17″ x 22″, Patapar 44-45 comes

in sizes for all office requirements. For test samples of this and other Patapar Translucent Parchments, **Circle No. 125.**

## PAPER CUTTERS

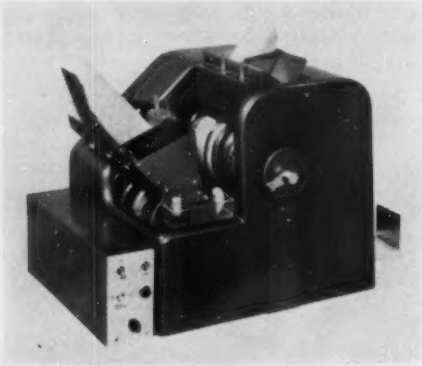
Challenge Machinery Co., Grand Haven, Mich., offers two models of 30½" Champion power paper cutters for faster, more automatic cutting in duplicator operations.



Champion Model 305MC features automatic knife and clamp operation. When two control buttons are pushed, clamp and then knife come down automatically. Releasing controls causes knife and then clamp to return to starting position. Clamp also can be operated independently by a foot pedal. Model 305MCD has power operated backgauge and automatic spacer for large volume closely-spaced repetitive cutting such as labels, coupons or small forms. Spacing is easily adjusted by a stop bar conveniently located within reach of operator. As each cut is made, backgauge automatically moves stock forward to next cutting position. As final cut is made, backgauge moves back for the next lift of stock. Manually controlled power operation of backgauge for ordinary cutting operations also can be obtained. **For More Information Circle No. 153.**

## ADDRESSING MACHINE

Dashew Business Machines, Inc., 3655 Lenawee Ave., Los Angeles 16, Calif., announces a transfer process addressing machine which imprints directly from 3" x 5" master file cards. The coated media gives a black imprint that will not smear or rub off the back of the card when it is handled or filed. Master file cards (Dashamasters) give 200 clear, smearless impressions in black, purple or blue. By using needle sort or tabulating cards as the master file, selective mailings can be made. Machine automatically returns Dashamasters in original order after imprinting addresses. Cards are never out of alphanumerical sequence. The machine can be used to head up state-

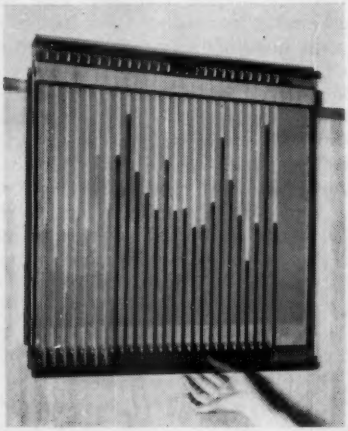


ments, cards, envelopes, magazines, catalogs and production orders. It will handle thicknesses from .010" to .185" or from one page to a 30-page magazine. Cards may be typewritten or, if personalization is desired, may be handwritten with a ballpen. Cost of preparing Dashamasters is only 2.7c including master and composition. The manually operated but fully automatic model will address 3500 pieces per hour. The electric models will address 5400 pieces an hour. Prices begin at $425. **For More Information Circle No. 160.**

## CONTROL BOARD

Scan-Am Co., 507 Crystal Lake Road, McHenry, Ill., offers the Dia-Plan simplified planning chart with fingertip control. It offers rapid, concentrated and directly visible information about sales, production, stock, costs, etc. It is constructed of eloxated aluminum and measures 22" x 24". There are 28 vertical columns,

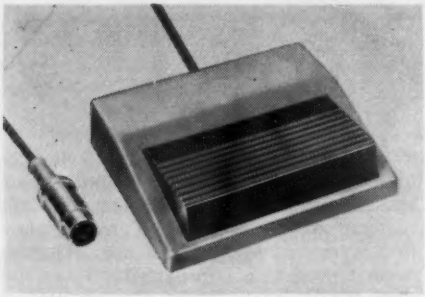
or chart may be hung horizontally if desired. At the ends of each column are two control wheels with continuous plastic ribbons. Half the ribbon is colored, the



other half is white. A graph sheet is secured to the chart by clips and scale may be typed on detachable paper strips which slip into the indicator bar. Changes are immediately recorded by rotation of the base wheel. Ribbons are interchangeable and come in red-white, blue-white, green-white and yellow-white. **For More Information Circle No. 164.**

## FOOTSWITCHES

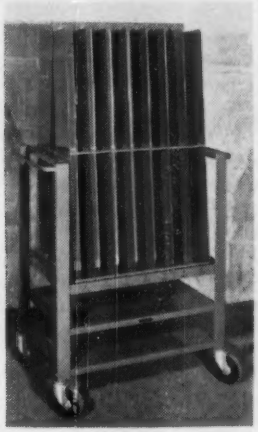
Vemaline Products Co., 551 Commerce St., Franklin Lakes, N. J., offers the D Series footswitches for dictating and other



office machines. Features include skid-proof basepad, die-cast housing, baked gray (or color to match your equipment) paint finish and nameplate for many switching arrangements. Footswitches have a rating of 7 amps., 125 or 250 volts AC and a life of 500,000 minimum operations. Available complete with cordsets and plugs including imported plugs. **For More Information Circle No. 154.**

## PUNCHED CARD CART

Systems Sales Co., 13 Broad St., Binghamton, N. Y., offers the Systems Model 0507 Sorter Cart which stores and transports up to 81,000 cards and six filled card trays. It has 28 fixed card pockets and



two utility shelves for trays or other needed materials. Large 5″ ball bearing swivel casters, with Hyatt roller bearing hubs and grease fittings, permit complete mobility with heavy loads over bumps and thresholds. Only 21″ x 34″, permitting work close to sorter, while moving easily through narrow aisles and doors. **For More Information Circle No. 133.**

## MOBILE RADIO

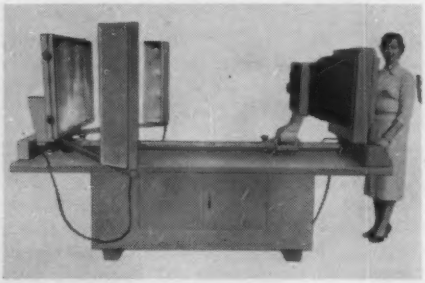
Aeronautical Electronics, Box 6527, Raleigh, N. C., announces a 20-watt low-band mobile radio with three-way power supply. Model 7N20/TVR utilizes single unit construction with all operating controls on front panel. Units have provision for local and remote control and plug-in installation of Unicall at any time in

the field to permit sharing crowded frequencies without interference. The set's deep-drawn aluminum cabinet can be mounted on dashboard of vehicle or in luggage compartment. Unit becomes a

fixed station when used on 115-volt AC. Fully transistorized power supply operates on either negative or positive ground battery systems: 6 or 12-volt DC and 115-volt AC. Cost of $395 includes transmitter receiver unit completely tuned and tested and transistorized reluctance hand-held microphone. Installation kits range from $19.95 to $52.50 depending on type of service in which unit is used. **For More Information Circle No. 143.**

## CAMERA

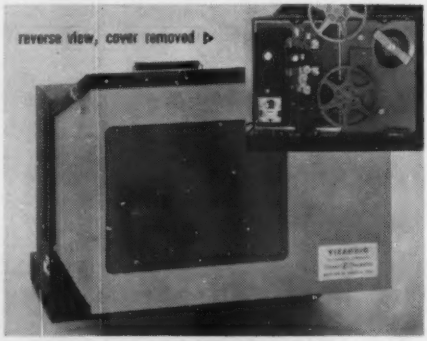
Miller-Trojan Co. Inc., Troy, Ohio, announces a modified version of the Sharp-



shooter camera to provide "big" camera capacity in small space. Copyboard will accommodate copy up to 28″ x 36″ and the 12″ Goerz wide field lens permits 5x reduction and 2x enlargement. Camera produces negatives up to and including 14″ x 18″. Standard equipment includes: pressure copyboard complete with target board and chrome-plated lid locks; eight reflector floodlights mounted four on each side in specially designed reflectors, transformer-controlled to operate at three intensities (highest 170 volts) for maximum lighting efficiency; stainless steel focusing scales hand calibrated in direct percentages to focal length of lens; 12″ Goerz wide field lens; lens diaphragm control; fully equipped instrument panel plus all other camera components necessary for operation except camera backs. Optional backs include Ektalith, Gevacopy, xerography, vacuum and cut film. Backs are interchangeable and the same focusing scales can be used for each. Cabinet base is also optional. **For More Information Circle No. 129.**

## REPEATER PROJECTOR

Vicom, Inc., 70 Aberthaw Road, Rochester, N. Y., offers a portable and continuous repeater 8 mm sound motion picture projector, the Vicaudio-Mark I which




incorporates the Kodak Sound 8 projector with Vicom's patented optical system to achieve the 500x magnification required to fill its 9″ x 12″ rear projection screen in a short distance. Head-on normal projection is provided without the need for changing lenses. Continuous, or normal reels up to 400 ft. are standard components, with optional larger reels

available to accommodate up to 40 minutes of projection time. Specially designed lens system assures steady, sharp pictures without refocusing. **For More Information Circle No. 119.**

## ENVELOPES

United States Envelope Co., 21 Cypress St., Springfield 2, Mass., announces that Columbian Clasp envelopes are now available in an Easy-Access box with flip front lid, pull tab and dispenser front, which

permit quick removal of one or more envelopes while box is stored on a shelf. Box works like a drawer. Columbian Clasp envelopes are always protected from dust, yet ready for instant use. Added feature is reorder level marker and sight window that helps make stock maintenance easier. **For More Information Circle No. 476.**

## MICROFILM APERTURE CARD

Minnesota Mining & Mfg. Co., Dept. C1-149, 900 Bush Ave., St. Paul 6, Minn., has developed a Duplicard, for making duplicates of original Filmsort aperture cards, employing diazo film which produces clearer images on reader screens as well as sharper prints in most processes. Designed for use in 3M's Filmsort Uniprinter 041 which produces 2000 Duplicards an hour with minimum manual control and only periodic attention during the operation. Orange in color, to distinguish it from buff white original cards, the standard Duplicard is of quality paper stock, edge-coated to prevent fraying. Replacing the Duplicard REF, it can be run through greater numbers of reproduction generations for broader distribu-

tion of information in aperture card format. For example, punched and interpreted Duplicards in decks can be sent to remote areas for point-of-use files of engineering data or published information. From these decentralized files, disposable Duplicard copies can be supplied inexpensively on demand. Standard Duplicards cost less than 5c each and are available in customer's format. Cards carrying other types of diazo films are still available on special order. **For More Information Circle No. 198.**

## TAPE RECORDER

International Communications Corp., 1929 Wilshire Blvd., Santa Monica, Calif., offers a precision built, standard reel tape

recorder which measures only 3⅞" x 2⅞" x 7¾" and weighs 2½ lbs. The ICC Pocket Secretary provides 65 minutes

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There ought to be one in every business—a man who knows that too many (43 out of 100) firms losing their vital records in a fire never reopen. A man who realizes that a non-insulated file is an incinerator when a fire strikes. A man who insists that all irreplaceable records be kept in Meilink-built Hercules® insulated files carrying the Underwriters' Laboratories label attesting to their fire-resistance. Make sense? Then get in touch with your Meilink dealer or write for folder to Meilink Steel Safe Company, Oakwood and Clinton, Toledo 7, Ohio.

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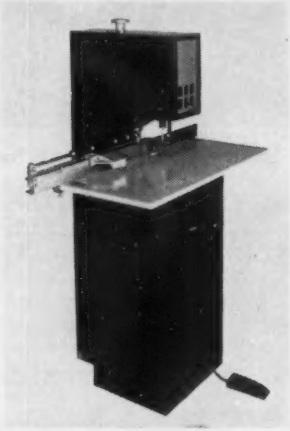
For More Information Circle No. 317

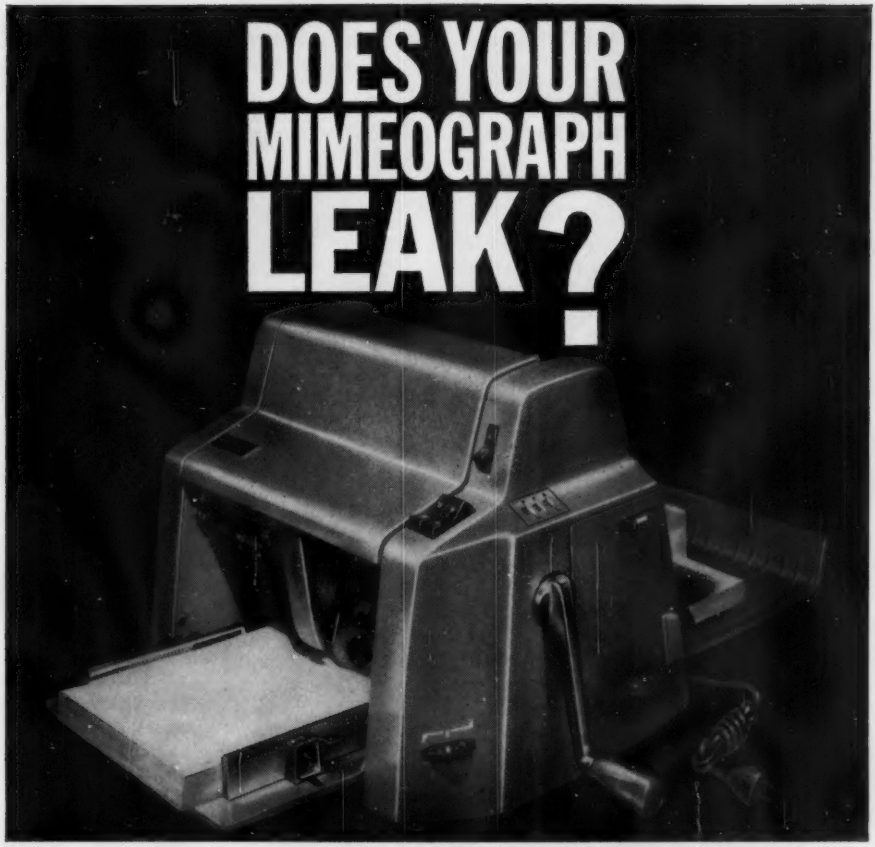
of continuous recording and playback from one standard 3″ reel of ¼″ tape. Fully transistorized, self-contained in a durable metal case with push-button control. Supplied complete with microphone, batteries, AC charger, telephone pick-up, earphone, tape, two reels and leather carrying case. May be used for conferences, dictation, call reports, interviews, lectures, etc., for subsequent playback or transcription. Price, $150. **For More Information Circle No. 126.**

## PAPER DRILL

Ottawa Mfg. Corp., Box 308, Grand Haven, Mich., announces its Model H-1000 Ottawa Paper Drill which is hydraulically powered. (Model F-100 is foot powered.) Both machines will drill, slit, slot, corner



and do Kalamazoo cutting. The machines are single spindle with ⅛″ to ½″ drill dia. and 2″ pile height. Handle paper 19″ from the spindle to the sideguide and 5″ from the spindle to the backgauge. Both machines have built-in table illumination, vacuum chip disposal, automatic trip sideguide, indicator lights for operating switches, micrometer sideguide adjustment and accurate table scales. All steel construction provides maximum rigidity and eliminates deflection of steel rods used in older models. Direct spindle drive with




Does your secretary get messy whenever she uses the mimeograph? Does she have to clean it for each job even when you're rushed? Are copies fuzzy and indistinct? If your answer is yes, **see the new Bohn Rex-Rotary** twin cylinder, paste ink mimeograph. It's the first really clean mimeograph; never leaks, stays clean, always ready for instant use. Always produces clean, sharp, printing-press quality copies. AND it sells for far less than other first quality mimeographs. Mail this coupon **today.**

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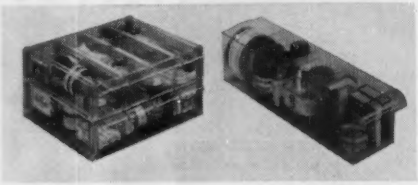
For More Information Circle No. 271

thrust bearing reduces hollow drill breakage caused by slipping v-belts. A conversion kit allows the foot powered F-100 to be converted to hydraulic powered H-1000 at user's premises by service man. **For More Information Circle No. 426.**

## MINIATURE PARTS CABINETS

Akro-Mils, Inc., Akron 9, Ohio, has developed a method to simplify storage of small and microminiature parts. Standard equipment in RP and RS cabinets is an improved plastic drawer which is fully adjustable and may be divided into compartments as small as ¼". Dividers lock into grooves and are removable and adjustable as required. Each drawer can



be divided into compartments to suit the individual application. RP series cabinets and drawers are made of clear styrene, and contents are fully visible. RS series cabinets are made of steel with clear plastic drawers. Either series is available with four to 32 drawers. **For More Information Circle No. 162.**

## NAMEPLATES

W. H. Brady Co., Dept. 702, 770 W. Glendale Ave., Milwaukee 9, Wis., offers self-adhesive nameplates, mounted on dispenser cards for fast, easy application. They offer the advantages of self-adhesive custom-made nameplates, with the benefits of low cost and fast application. Two different types: aluminum foil and polyvinyl chloride. Aluminum foil nameplates are made of 3-mil aluminum foil to resist solvents, oil and dirt; resist heat to 350° F. Printing is permanently debossed;

**Binds without punching** . . . neat, safe, tight. You can bind in records easily (in seconds) and remove them just as easily (and as fast). No time-consuming prong fasteners. And the full strength of genuine pressboard protects records, brochures, photos, artwork, swatches and other materials-to-be-bound that need not be punched. In colors. Letter and legal size.

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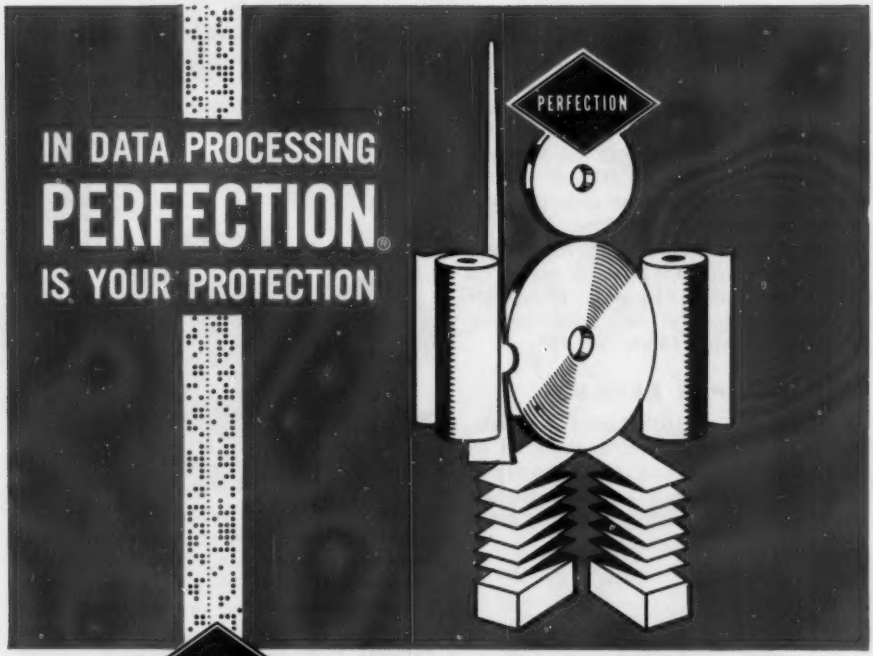
For More Information Circle No. 295

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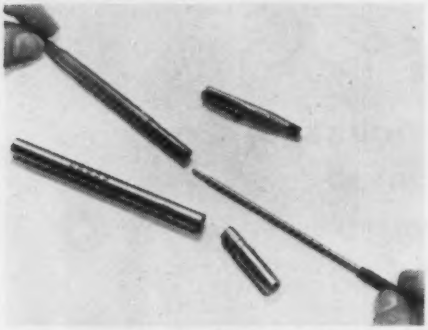
For More Information Circle No. 217

nameplates cannot be removed and reapplied without evidence of tampering. Brady Card-Mounted Vinyl Nameplates are used where permanent color identification is desired. Made of 6-mil durable vinyl plastic, they conform to virtually any surface. As few as 100 at a time (depending on size) can be ordered without paying short-run penalties. Made to your order with any wording, trademarks or illustrations, in any size or shape on handy Blue Streak Dispenser Cards for fast application. For more information and testing samples, **Circle No. 151.**

## BALLPEN REFILLS

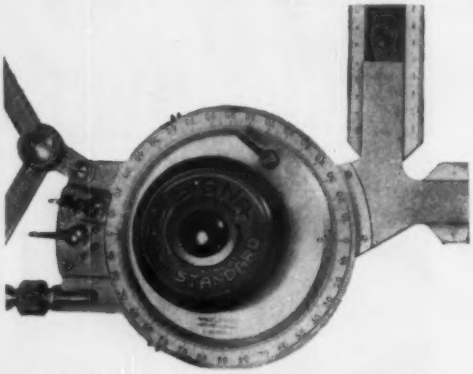
A. T. Cross Co., 1058 Broad St., Providence 5, R. I., announces addition of an "ultra" refill to their line of ballpen refills. These refills are tipped with Star Rubies, a synthetic stone of high gem quality made



by a division of Union Carbide. The highly polished gem surface is the same as used in jewels for watch movements, rings, and brooches. Ink adheres evenly on entire surface of gem for greater smoothness and completely non-skip writing. This has allowed Cross to attain 15% longer refill life and even finer writing characteristics in their quality pens. **For More Information Circle No. 172.**

## DRAFTING MACHINES

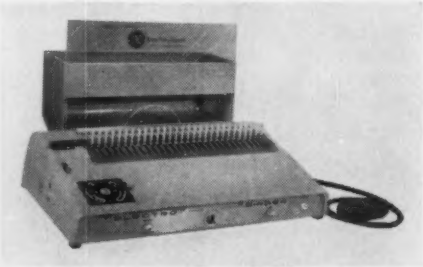
Racher & Co., 12 Marktgasse, Zurich, Switzerland, offers the Pro-Signa drafting machine. There are ten models, with four Standard models designed for larger size drawing boards. Protractors of the Standard models are particularly refined and include 360° engraved scales which enable the rulers or drafting scales to de-



scribe a full circle. In addition, a special KB protractor permits adjustment from zero to any other point of the circle, allowing the base to be changed to any angle. From this new base operator can draw exactly as he did when point zero was in original position. Media models are of medium size for engineers and advanced students. Junior models are small for sketching and other purposes. For detailed description of these precision units, **Circle No. 156.**

## PLASTIC BINDING MACHINE

General Binding Corp., 1101 Skokie Highway, Northbrook, Ill., offers automatic cycling, adjustable to variable speeds,



in an all-electric plastic binding machine. Production rates can be adjusted to each particular task and geared to individual



For More Information Circle No. 471→

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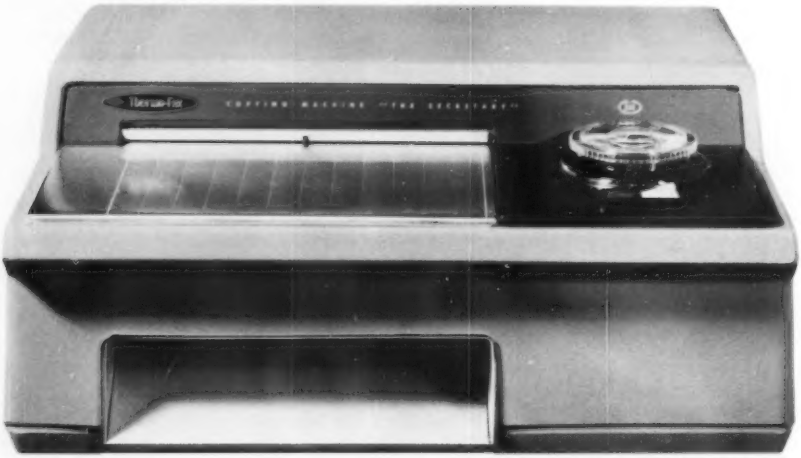
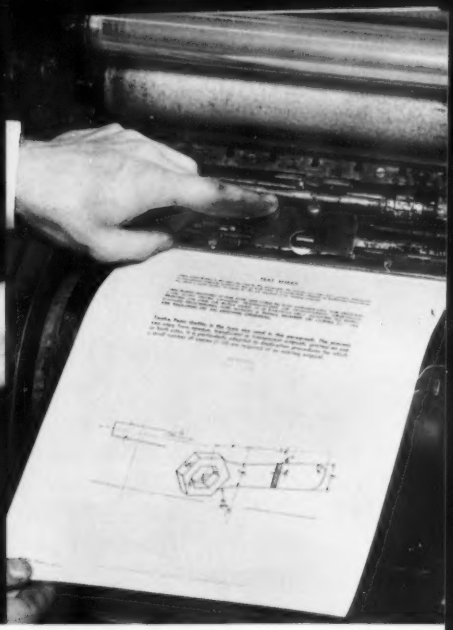



Now you can make "Thermo-Fax" Paper Printing Plates with a "Thermo-Fax" Copying Machine in seconds . . . for pennies. No special training is necessary . . . no need for special ribbons or pencils, darkrooms or cameras. Make them electrically—at a touch of a button! The original never has to leave your hands. In two simple 4-second steps, you have a "Thermo-Fax" Paper Printing Plate that is ready for the press.



**MAKE THE PAPER PRINTING PLATE IN TWO 4-SECOND STEPS**
**THE PLATE IS READY FOR THE PRESS FOR AS LITTLE AS 12¢.**

PRESS OPERATORS appreciate this plate because it will not fingerprint. Plate additions can be made with an ordinary pencil. Change later runs by simply revising the original. There is no need to store used plates.

**MAIL THIS CARD TODAY FOR COMPLETE, FREE INFORMATION**

**Please send me complete information about the new cost-cutting "Thermo-Fax" Paper Printing Plates.**

NAME_____ TITLE_____

COMPANY_____

ADDRESS_____

CITY_____ ZONE_____ STATE_____

☐ Check if you now own a "Thermo-Fax" Copying Machine.

# ...AND 3M SOLVES STILL ANOTHER PAPERWORK PROBLEM!

The all-electric "Thermo-Fax" Copying Machine is designed for the future . . . designed to solve more paperwork problems. New uses—such as making Paper Printing Plates—are continually being built into your present machine. This is why the "Thermo-Fax" Copying Machine becomes a more effective, more important part of your business communications system. Day after day . . . "Thermo-Fax" Copying Machines DO MORE JOBS!

Thermo-Fax COPYING PRODUCTS

3M COMPANY

MINNESOTA MINING AND MANUFACTURING COMPANY
ST. PAUL 6, MINNESOTA . . . WHERE RESEARCH IS THE KEY TO TOMORROW

THE TERM "THERMO-FAX" IS A REGISTERED TRADEMARK OF THE 3M COMPANY

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Postage Will Be Paid By—

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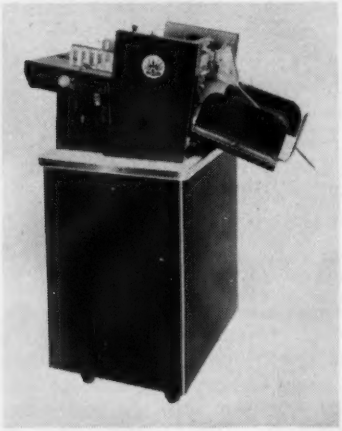
**Dept. DBY-51 PP**
**St. Paul 6, Minnesota**

TF-OIPP (4117-3)

operator output to minimize fatigue and eliminate waiting time. GBC Model 316 EB Electro-Binder occupies only 2 sq. ft. of desk space and will bind books in a variety of sizes and lengths, and thicknesses from 3/16″ to 2″. The machine is said to operate three times faster than manual models and approximately twice the speed of foot-operated machines. Cycling adjustments are made by two control knobs at front left side of machine. One sets time for loading of binders; the other, the actual binding operation. Control panel at front permits machine to be used for manual foot-operation. GBC plastic binding elements for the machine are available in 14 colors which can be blended with a variety of plain or colored covers. Machine is portable, styled in a neutral color to accommodate any office decor. Operates on any conventional 115-volt AC outlet. May be used in combination with other GBC equipment including punch machines and collators. **For More Information Circle No. 155.**

## STAPLING MACHINE

Thomas Collators, Inc., 100 Church St., New York 7, N. Y., announces an automatic stapling machine which can be in-

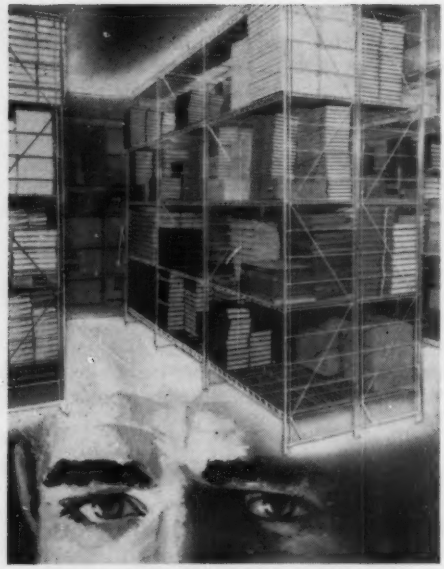


tegrated with the Gathermatic collator for fully automatic collating and stapling. It also can be used independently as a hand-fed unit. Portable unit can be moved quickly and easily to most convenient office location. When used with the Gathermatic, it operates at a rate equal to the collator's output. Optional footswitch provides stop-start control when used independently. In either case, sets are jogged square, stapled, counted and stacked in receiving tray, all automatically. Dual head will drive one or two staples simultaneously, and accept paper from 5″ x 6½″ to 11⅜″ x 14⅛″ up to ⅛″ thickness. Staples either horizontal or vertical edge. Rear-loading is easy with standard preformed wire staples. Standard equipment includes automatic counter and jogging table. **For More Information Circle No. 169.**

## COMPOSING MACHINE

Friden, Inc., 97 Humboldt St., Rochester 9, N. Y., announces that it is possible to produce fully justified copy automat-

ically in different type faces and sizes on both typing units of a Justowriter tape-operated composing machine with a motorized tape punch cable-connected to a Justowriter Reproducer. As the Reproducer justifies copy from tape previously punched on a Model AA Recorder, another tape can be copy-coded by the punch. This tape is then run through the Model AA's reading mechanism to automatically compose even-margin lines in another type face. It is now econom-



**GET STORAGE PROBLEMS OFF YOUR MIND ONTO ERECTA SHELF!**

Anything goes on Erecta-Shelf. Each steel rod shelf has been load tested to 1,000 pounds of distributed weight. Shelves are adjustable. No nuts or bolts. Assembles in minutes . . . and that saves money. Economically priced. Variety of sizes. Fits into any layout.

Entire Erecta-Shelf units join end to end, back to back or on top of each other. Arrange versatile Erecta-Shelf to meet your need! Get that storage problem off your mind. Floor mounted, wall mounted or on casters. It's the shelving of a thousand uses.

Write for brochure today!

**Available Chrome Plated or Stainless Steel**

**The Seal of Sanitation Quality!**

ERECTA SHELF

*A quality product of*
**METROPOLITAN WIRE GOODS CORP.**
**N. Washington St. and George Ave. • Wilkes-Barre, Pa.**

For More Information Circle No. 318

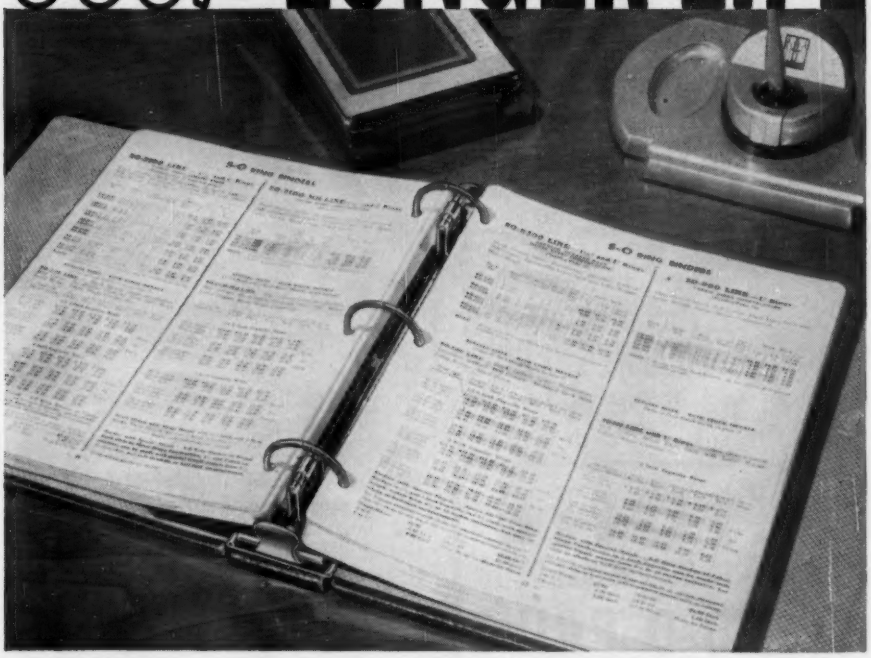
ical to prepare aluminum or paper offset plates, or reproduction proofs, on both recording and reproducing machines. Pure tape may be used to transmit justified composition over existing communications lines. Using a Friden Code Converter, tape can be changed from 6 to 5-channel to make it compatible with transmission equipment. At receiving location tape is converted back to 6-channel on another Code Converter, then run through a Model AA Recorder or front reader of a Reproducer to get copy in either one or both type faces, fully justified. Motorized tape punch permits tape to be duplicated at higher speed, because error corrections and justifying codes have been dropped out. Proof copies may be typed faster, tapes may be filed in less space, composing time is less and updating is simpler. A wide selection of type faces and sizes are available. **For More Information Circle No. 148.**

### AMPLIFYING PHONE

Neophone-France, 6 Sq. du Champ de Mars, Paris 15, France, makes the electronic loudspeaking telephone desksets

for use with regular telephone or intercom systems. This allows conducting a telephone conversation with both hands free, or a group of people (as at a conference) can communicate with one person or another group. This company also makes a full line of telephone and intercom equipment for every type of installation. **For More Information Circle No. 167.**

# 300% LONGER LIFE




## With S-O Ring Binder Features

Experienced users of ring binders . . . from executive desks to office personnel . . . depend upon S-O Ring Binders for FAULTLESS service! Here's why: Rings gently *slide* apart without snapping, providing a w-i-d-e opening for easiest insertion and removal of material. A built-in steel hinged sheet lifter automatically carries every sheet freely over the rings—extending their lasting-qualities, almost immeasurably.

For these important reasons, many of the nation's largest users of ring binders are finding it wise to standardize, by choosing only FAULTLESS S-O Ring Binders—quality-made for longer life by

Recessed metal hinge . . . can't scratch!

**STATIONERS LOOSE LEAF COMPANY**

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114-116 East 13th Street • New York 3, New York

**Your Best Buy . . . it's FAULTLESS**

For More Information Circle No. 221

## MAILROOM—STOCKROOM CART

**ALL-PURPOSE FOLD AWAY CART**

**$35.45** Including Basket

Triple chrome plated, heavy tubular steel cart, 37¼" H x 17½" W x 27½" L. Ball Bearing Swivel casters with 4" non-marking rubber tread wheels. Detachable basket 10¾" H x 16¾" W x 24¾" L. Extra basket—$7.95. Baskets nest and chassis folds flat for compact storage.

*All prices f.o.b. New York. Open accounts available to rated firms, or send check to:*

**WIN-HOLT EQUIPMENT CORP.**

**306 Main Street, Hempstead, L.I., N.Y.**
**IVanhoe 3-7771**

For More Information Circle No. 319

**PHONE**

**FOR FREE DEMONSTRATION!**

**SPEED-O-PRINT**

**Photo Copier**

*(See Ad Opposite Page)*

**In New Jersey call . . .**

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**PLaza 9-7214**

N. Y. and N. J. DISTRIBUTOR

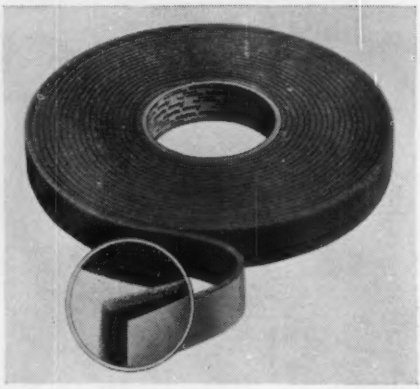
**HARVEY WILLIAMS CO., INC.**

**15 FREEMAN ST., WEST ORANGE, N. J.**

For More Information Circle No. 320


## SELF-ADHESIVE TAPES

Arno Adhesive Tapes, Inc., subsidiary of Scholl Mfg. Co., Michigan City, Ind., announces that Arnofoam, polyurethane foam insulating tape, has been improved to give greater protection against heat, cold, shock, vibration, dust, sound, moisture and electricity. It is available in three thicknesses of urethane foam backing, ⅛" (C-901), ¼" (C-902), and ½"

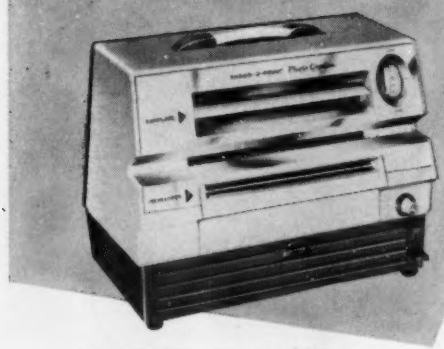


(C-903). Backing is firmly bonded to a strong, moisture-resistant transparent backing film. Has a high-tack transparent pressure-sensitive adhesive and an adhesion to steel of 75 oz. per inch width and a compression strength of 1½ lbs. psi. It has a continuous high temperature limit of 260° F and an intermittent limit of 300° F. The foam also displays excellent low-temperature properties. Tape is used for weatherstripping, dust and moisture-proofing, cushioning, soundproofing and as packaging protection against shock, heat and cold. Arno produces more than 50 different cloth, plastic and paper tapes. for many other uses, including a black cotton moleskin tape for cushioning and padding, a masking tape in 14 colors and a general purpose creped paper tape. For descriptive literature **Circle No. 174.**

## CLIPBOARD WITH DRAWER

Evans Specialty Co., Box 8128, Richmond 23, Va., announces the Clip-Drawer, a plastic clipboard with a drawer. Made

# World's finest photo-copiers... at world's lowest prices!



**model 9-B** Complete self-contained model for table or desk-top. Base accommodates automatic paper ejectors*. Light-weight; portable; low cost. Clean to use, simple to operate. Redi-Pak cartridge fits in back of machine, eliminating mixing and spilling. Finished in 2 shades of grey and trimmed in stainless steel.

$199.00

*Paper Safes and Ejectors Extra

$249.00 model 9-C

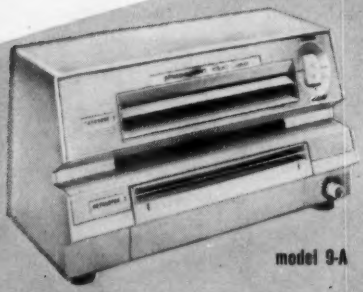
**SPEED-O-PRINT**

**Photo-Copier**

*Copies 9 inches by any length*

**A complete compact Photo-Copying Department** — No additional working space needed; occupies only 2 sq. ft. of floor area. Automatic paper safes and ejectors* fit into top of cabinet for maximum convenience. Cabinet also provides ample room for collator rack (extra equipment) and contains shelves for storage of reproduction supplies and additional working area. Complete Redi-Pak cartridge fits into back of machine. No unpacking, no mixing, no pouring. Simply connect clean, dry plastic tube.

*Paper Safes and Ejectors Extra

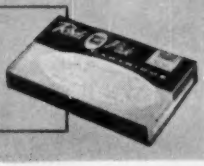


model 9-A

Now even the smallest office can enjoy quality photo-copying with this portable, lightweight unit that can be used anywhere. Perfect reproductions • Low cost • Simple to operate. Copies any document of any length and up to 9" wide.

$99.00

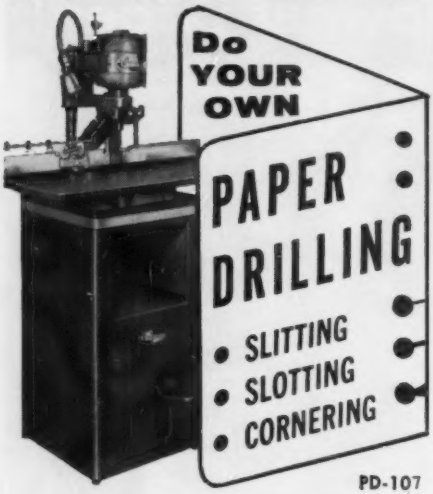
**REDI-PAK CARTRIDGE**
Speed-O-Print's new exclusive method of handling developer fluid. Compact, easy to use container provides complete cleanliness. Nothing to mix—Nothing to spill.



**SPEED-O-PRINT CORPORATION**
CHICAGO 13, ILLINOIS

For More Information Circle No. 327

**Make Your**
**DUPLICATOR OPERATION**
# COMPLETE




**with a**

# Challenge®
# PAPER DRILL

To speed production and eliminate "outside expense" on loose-leaf forms . . . do your own drilling, slotting and cornering—all on one machine! Much **faster than punching.** Drills 2 inches of stock in seconds!

Challenge offers a full line of drilling machines and attachments for every need. Foot power model (shown above) leaves both hands free for handling stock. Table model also available. For more complete information, see your local Challenge equipment dealer or write today.

Challenge

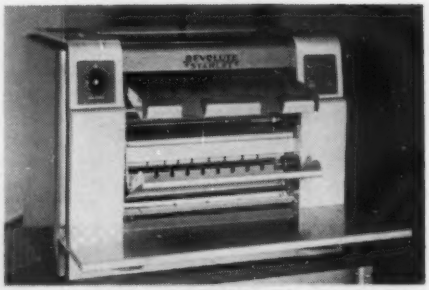
**The Challenge Machinery Co.**
**GRAND HAVEN, MICHIGAN**
**World's Largest Manufacturer of Paper Drilling Machines.**
For More Information Circle No. 321

of smooth, durable plastic with an extra strong steel clip and easy outside working surface. The drawer slides open for carrying invoices, notes and other papers.

Entire case measures 10″ x 14″, weighs 1½ lbs. and is designed for easy and convenient handling. Suited for personnel who handle papers on the move. **For More Information Circle No. 171.**

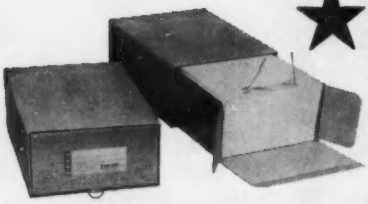
### WHITEPRINTER

Paragon Revolute Div., Charles Bruning Co., 1800 W. Central Road, Mount Prospect, Ill., announces the table model Starlet 60 dry diazo whiteprinter which



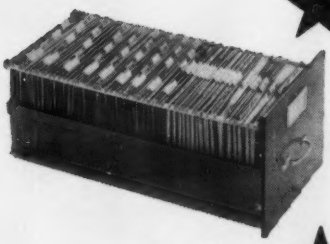
operates at up to 55 linear feet a minute. Designed for office copying and for engineering blueprints up to 20″ wide by any length, the Starlet is 28⅛″ high and 40″ wide. With feeding leaf, depth is 41¼″. Exposure lamp is a 60 watt/inch mercury

# Star performers in any office!



## ★ OXFORD BINDAFILE

The totally new storage file with a built-in binder. A filing drawer with flexible post for quick stacking of papers, easy transfer of punched forms. Eliminates the need for shelving . . . drawers fit into shells and shells stack into banks. For current records as well as storage . . . comes in 14 most-used sizes.



## ★ OXFORD PENDAFLEX®

The closest thing to a "filing machine" for filing efficiency. Cuts costs in any office . . . puts the accent on *BIG* savings in larger installations. Finger-tip control of all file folders plus exclusive "Keyboard" selection increases filing speed, steps up filing accuracy.

And an ★ **All-Star Supporting Cast!**

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For More Information Circle No. 270

41
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CHECK WRITER
Indelibly prints
Just the same as a big machine costing up to $500.—

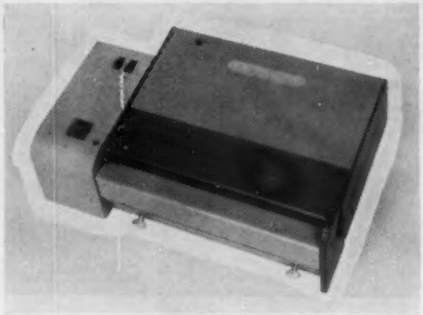
NIPPO MACHINE INDUSTRY CO., LTD.
Tenjin-cho, Nishi-ku, Yokohama, Japan

For More Information Circle No. 323

arc. Full-strength ammonia developer system is automatically fed by a solenoid pump. Machine operates on 110 or 220 volts. An air-knife system pulls tracing and print off revolving glass cylinder in exposure section. Tracing and print are automatically separated by air suction which delivers tracing to front receiver. Print is held to conveyor bands by air as it goes through developing section. Copies are delivered in front on 12″-deep print receiving tray, automatically stacked in correct sequence. By feeding two letter-size sheets side by side, production can be doubled. Machine makes sharp, permanent copies while operating continuously at top speed. Matching floor stands available. **For More Information Circle No. 183.**

### MICROFILM CAMERA

Microdealers, Inc., 1560 Trapelo Road, Waltham 54, Mass., announces the Corvette, an economical compact microfilm camera which can be used either as a



motor-driven desk unit or as a portable scanning camera for maps, drawings, bound books and out-sized material. Only 4″ x 9″ x 13½″, the Corvette weighs 7 lbs. with motor attached and 3 lbs. when used for scanning with motor drive removed. It is simple in design and is said to employ new photographic principles. **For More Information Circle No. 149.**

### WIRE STITCHERS

Didde-Glaser, Inc., Box 608, Emporia, Kan., offers two high-speed wire stitchers for Gather-All Sheet and Signature Col-

# "More than pays for itself"—says my boss

**HARRIS-SEYBOLD**
*A Division of*
HARRIS-INTERTYPE CORPORATION

"Hand collating was costing us real money in overtime. I couldn't get out our reports, price lists and data sheets fast enough. Now, with our Maceymatic, I can collate up to 1000 sets of two to eight sheets (5 x 8″ to 9 x 12″) in 30 minutes or less. It staples them, too. And it's not much bigger than a desk. Of course we don't use it all the time. Even so, the boss says it more than pays for itself."

HARRIS
INTERTYPE
CORPORATION

Harris-Seybold Company, 4510 E. 71st St., Cleveland 5, Ohio
Will the Maceymatic Collator pay for itself in my office? Show me.

Name_____ Title_____

Company_____

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City and State_____

For More Information Circle No. 243

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OTHER
PAPER CUTTER
BUILT
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TO SELL
SO LOW

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Triumph
the precision Paper Cutter

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(20½" MICHAEL)

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30 Models. Systems Sorting Service
THOUSANDS IN USE
For fast hand-sorting of cards, checks, letters, invoices, orders, business forms or public documents. For collating on the new Col-A-Tron. Write for illustrated circulars.
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Associated Industrial Designers
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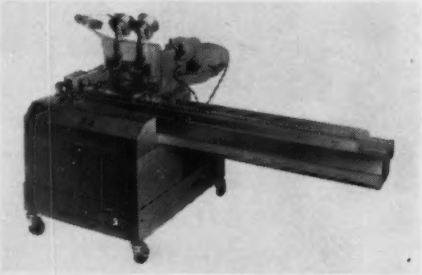
Plant: 1250 East Sixth Street
Warehouse: New York, Chicago
For More Information Circle No. 325

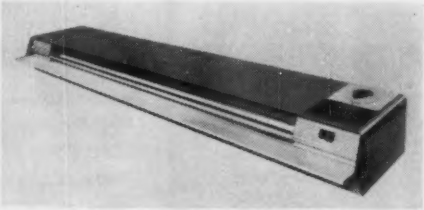
lators. They receive sets from the delivery and place one or two stitches at either the top or side of sets ranging in size from 4" x 6" to 9½" x 14". Additional length is provided in the stitchers' conveyor table to provide for hand-marrying additional material to that being gathered. The Gather-All combined with either of these stitchers eliminates one operation and saves time and space in restacking and rehandling. Two models



are available: Model 156 ¼" with a stitching thickness range of from two sheets to ⅛" (optional stitching heads available for thicknesses from ⅛" to ¼"); Model 157 ⅝" with a stitching thickness range from two sheets to ⅝". Stitchers are independent roll-up units that have no mechanical connection to the collator. Both stitchers operate on a 115-volt electric outlet. Stitchers may also be used as hand-fed semiautomatic units. **For More Information Circle No. 130.**

### DIAZO COPIER

Ozalid Div., General Aniline & Film Corp., 513 Corliss Lane, Johnson City,



N. Y., announces the Ozafax Model 42 exposure unit, a lightweight and compact machine for quick and highly legible copies

Your company is judged by the office you keep...

For More Information Circle No. 238

The fine quality look of a Cole Steel office—the careful attention to personal comfort—the skillfully crafted construction—all combined create an office of quiet good taste and matchless efficiency. This is why so many of America's blue chip companies select Cole Steel when furnishing their offices. See for yourself why Cole Steel furniture is so far ahead in the office equipment field. Send for our Free color catalog today.
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This organized plan is a formal course, developed by The Foundation for Administrative Research, conducted by professional systems teachers. Fee $250 complete.

This course is marketed by the publishers of Systemation Letter, a semi-monthly bulletin on systems trends and techniques.

**FREE**
**WRITE FOR**
**Portfolio 2000-O2D**
**"Orientation in Systems"**

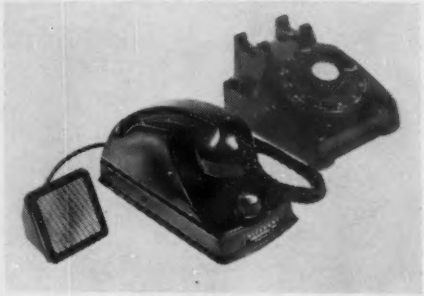
a systemation seminar

ROSS-MARTIN COMPANY
P.O. BOX 800, TULSA 1, OKLAHOMA
For More Information Circle No. 326


of drawings where volume is moderate but value of originals is high. It will handle translucent copy up to 42″ wide by any length, using either Ozalid dry or Ozafax semidry diazo paper at speeds up to 36″ per minute. Prints are developed quickly either by sponge application of developer or dry processing in an Ozafax square developing tube. This tube is made of transparent plastic, permits operator to watch development and, because of square shape, keeps paper in minimum contact with walls of tube for faster, more even development and easier insertion and removal of copy. Model 42 weighs approximately 65 lbs. and can be moved from place to place. Its compact size (height 5½″, width 56″, depth 12″) is easy to store. Can be set up on a desk, table, filing cabinet, or hung on a wall. Inexpensive, easily-replaced fluorescent lamp is used for exposure. Unit draws only 4 amps. of 115-volt AC. **For More Information Circle No. 145.**

### TELEPHONE AMPLIFIER

Pierpont Industries, Inc., 2 Franklin Ave., Brooklyn, N. Y., offers the Model PPA phone amplifier which eliminates the need to physically hold telephone during discussions. User cradles the conven-



tional telephone receiver onto the phone amplifier; hands remain free to take notes, consult files or continue with normal work. Featuring a single volume control knob and attached speaker, unit requires no changes on present telephone, no plug-in wiring or installation; operates on D flashlight batteries. Price is $39.95. **For More Information Circle No. 136.**



For More Information Circle No. 422→

If your firm uses 6 pencils a week (at a cost of 2c per pencil), you would save 8c a week with the Electro-Pointer, based upon a proven record of ⅓ pencil consumption. The daily cost of the Electro-Pointer, including depreciation and up-keep, is less than 1c per day. The savings in pencils alone more than pay for the Electro-Pointer.

## HERE IS HOW THE ELECTRO-POINTER SAVES YOU MONEY!

- POINTS THE LEAD . . . DOES NOT CUT IT AWAY
- DOES NOT BREAK POINTS
- NO NICKS OR WEAKENED POINTS
- PENCILS LAST 3 TIMES LONGER
- SHARPENS 6 TIMES FASTER

*Write today for complete information*

**STILE-CRAFT Manufacturer's, Inc.**
**1825 Macklind Ave.**
**St. Louis 10, Mo.**

Please send complete information on Electric Pointer.

Your Name_____

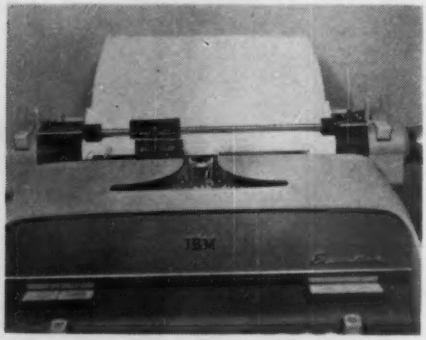
Firm's Name_____

Address_____

City_____ State_____

## TYPEWRITER GAUGE

Fototype, Inc., 1414 W. Roscoe St., Chicago 13, Ill., offers Justi-Gage which is accurately calibrated in IBM units and has self-adhesive back for mounting on typewriter without clips or bolts. Built-in magnifier enables typist to see at a glance exactly how many half-spaces are left over at the end of each line to guide retyping. This eliminates ruling right-hand margin




of original typing and typing arbitrary characters to the margin for counting. Justi-Gage saves 25% of original typing time and 10% of retyping time, or one hour per day of justified margin typing. Justi-Gage consists of a fixed gauge and a movable pointer. It is said to pay for itself in two days' work and to last as long as the typewriter. **For More Information Circle No. 185.**

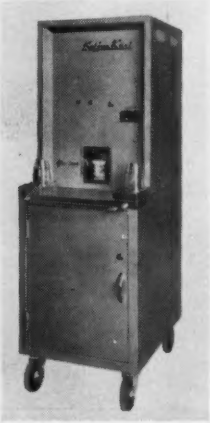
## TELEPHONE AMPLIFIER

Varicon Corp., 1415 Third Ave., Seattle 1, Wash., announces the Speak-R-Phone electronic two-way telephone amplifier so

a person can have both hands free while telephoning. Compact, self-contained transistorized unit operates for over a year on a small battery. Requires no wires or connections to phone. It turns on automatically when telephone handset is placed on it and user has both hands free for referring to notes or taking dictation. Volume is adjustable and may be turned up for telephone conferences. Sells for $24.95. **For More Information Circle No. 158.**

## COFFEE CART

Gardner Mfg. Co., Horicon, Wis., offers freshly perked coffee in a clean, well-organized, low-cost, mobile unit with its Koffee Kart automatic coffee dispenser. Using a standard 55-cup percolator, automatic cup dispenser and solenoid dispensing valve, it can be easily and quickly serviced by office or department person-

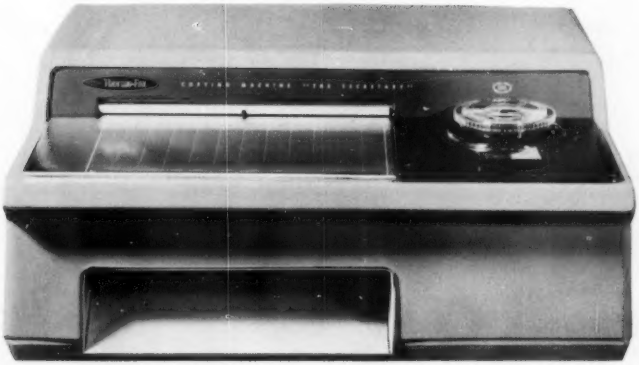


nel. Unit may be coin or manually operated and has automatic timer to turn on percolator at pre-set time. "Serve" and "empty" lights allow operation only when coffee is ready. Cream and sugar dispensers are on the outside of unit. Locked storage space is located beneath the vending unit; sturdy steel construction and easy replacement of working parts insure long life. Unit requires no water connections or drains; has large swivel wheels in front for greater mobility. Stainless steel service panels and quick removal of percolator allow easy servicing and cleaning of equipment. Costs $395, f.o.b. factory. **For More Information Circle No. 134.**



For More Information Circle No. 479→

# NOW THE "THERMO-FAX" BUSINESS MACHINE



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THE ALL-ELECTRIC "THERMO-FAX" BRAND COPYING MACHINE

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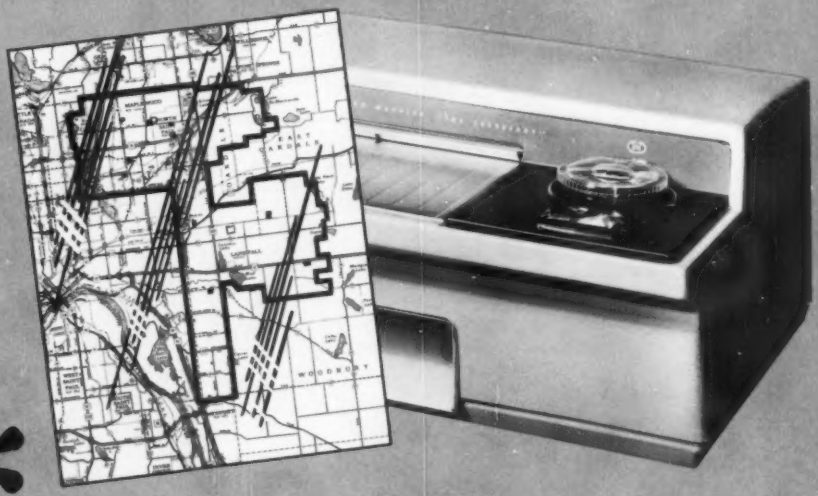
## The most versatile business machines in the business world

**GENERAL COPYING** is the most popular job done by "Thermo-Fax" Copying Machines. It helps large and small business save time and money by copying letters . . . office memos . . . price sheets . . . diagrams . . . meeting reports . . . etc. . . . 4-seconds fast. Just touch a button and insert a sheet of "Thermo-Fax" Copy Paper with the

## . . . But it's more than just



*

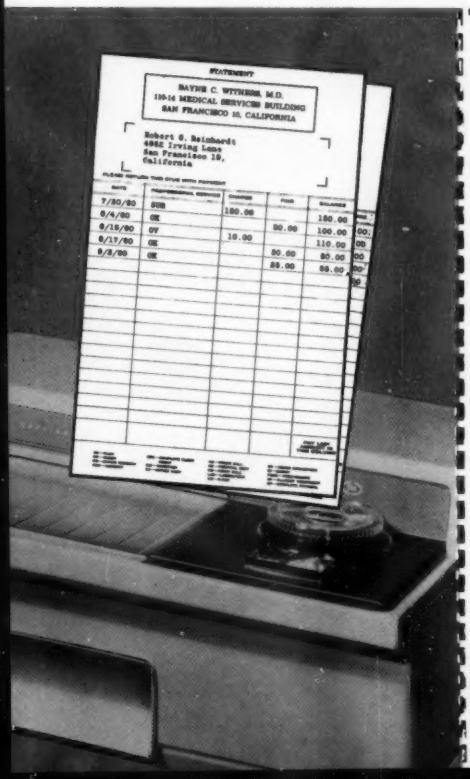
**LAMINATING** Now you can protect and beautify vital records, maps and other often-handled paperwork by laminating them in the "Thermo-Fax" Copying Machine. In seconds—your original is sealed in tough, durable plastic film. No involved processes or extra equipment needed—just use your "Thermo-Fax" Copying Machine and the new "Thermo-Fax" Laminating Film.

# IO-FAX®

## MACHINES

item you want copied—that's all you do! Use dignified, white bond-weight "Thermo-Fax" Copy Paper . . . or six distinctive colors. No elaborate preparations or warmup . . . no inks or chemicals to fuss with. It's so simple to operate that anyone can use it anytime, anywhere there's electricity. Use a "Thermo-Fax" Copying Machine . . . the modern, low-cost way to do more paperwork jobs easier and faster!

**a copying machine!***




## TEAR OUT AND MAIL FOR COMPLETE INFORMATION

At no obligation, I would like more information about the ways "Thermo-Fax" Brand Copying Machines can simplify the jobs I've checked.

☐ STATEMENTS ☐ GUMMED LABELS ☐ LAMINATING ☐ PROJ. TRANSPARENCIES ☐ PAPER PLATES ☐ SYSTEMS PAPERS ☐ GENERAL COPYING ☐ CHECK IF YOU NOW USE A "THERMO-FAX" COPYING MACHINE

NAME _____

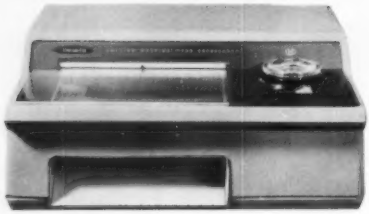
TITLE _____

FIRM _____

ADDRESS _____

CITY _____ ZONE _____

STATE _____



**THERMO-FAX** COPYING MACHINE

*DESIGNED FOR THE FUTURE*

This amazingly versatile machine becomes a more effective, more important part of your business communications system the longer you have it. 3M research laboratories concentrate on designing new uses for it . . . providing you with new cost-cutting dividends of performance. The THERMO-FAX Copying Machine is designed to grow in value . . . year after year, it DOES MORE JOBS!

Thermo-Fax COPYING MACHINES 3M COMPANY

MINNESOTA MINING AND MANUFACTURING COMPANY

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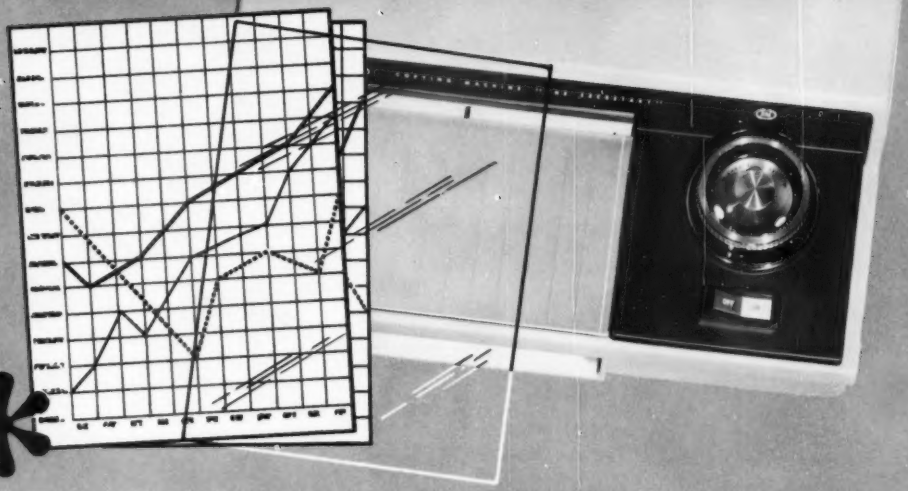
LEARN HOW THE **"THERMO-FAX"** BRAND COPYING MACHINE CAN **HELP YOU!**

TF-OIDD (4117.5) JR

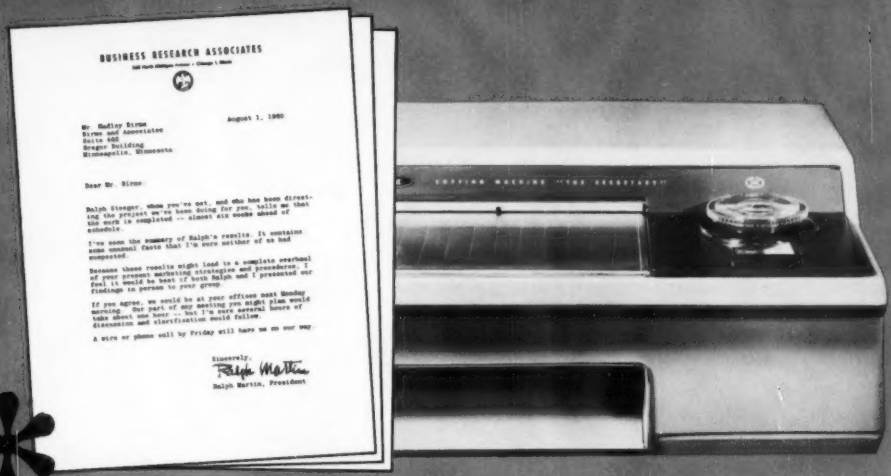


# PROJECTION TRANSPARENCIES

Your "Thermo-Fax" Copying Machine now makes transparencies ready for projection just as easily as it copies letters. Positive, negative or colored transparencies of printed, typed, written or drawn originals—including charts, graphs and pictures—can be made in seconds. These originals may be opaque or translucent, printed on one or both sides. And you can make them right where you need them for as little as 13¢.

**PAPER PRINTING PLATES**

You can even make paper printing plates with the all-electric "Thermo-Fax" Copying Machine. No special training is necessary. No need for special ribbons or pencils . . . darkrooms or cameras. In two simple steps, you have a "Thermo-Fax" Paper Plate that is ready for the press for as little as 12¢.




# SYSTEMS PAPERS

With the new "Thermo-Fax" Systems Papers, you can produce as many as 25 permanent, black on white bond-weight copies of business papers for less than 2¢ each. Use them with your "Thermo-Fax" Copying Machine to issue bulletins . . . to prepare information copies of your letters . . . to distribute data entered on printed forms . . . in fact, anytime you need multiple copies of typed or written papers.

# *ADDRESSING LABELS

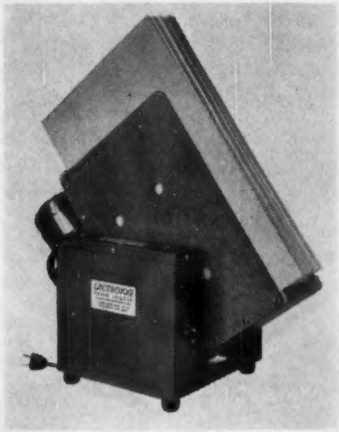
In just 4 seconds, you can address 33 white gummed, perforated labels. There are no plates to make . . . no waiting for typing or proofing . . . no investment in costly machinery. All you need is your "Thermo-Fax" Copying Machine, special label paper and a mailing list.

# *INSTANT ELECTRIC STATEMENTS

Your "Thermo-Fax" Copying Machine makes a ready-to-mail itemized statement in seconds . . . 250 statements an hour! They are made directly from your ledger cards. Each statement is completely itemized, absolutely error-proof. By using window envelopes, you need not even type or write addresses on the envelopes.

## PAPER JOGGER

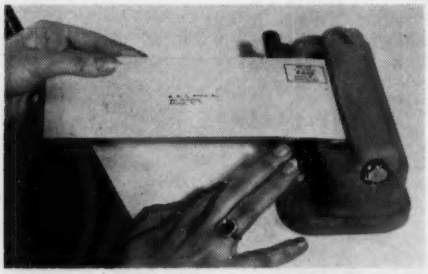
Purnyea Mfg. Co., 4482 Lindell Ave., St. Louis 8, Mo., offers the Model 775-AC portable, motor-powered paper jogger which takes full reams of 11″ x 17″ paper



or half-reams of 14″ x 20″. Designed for use with duplicators, it delints paper by jogging before duplicating; jogged paper gives better color register. Model 775-AC also can take a 3¾″ stack of file folders. Dimensions are 9″ long, 9¼″ wide and 18″ high; weighs 20 lbs., has 8-ft. electric cord. Jogger is offered on a 30-day trial. Costs $110 f.o.b. above. **For More Information Circle No. 116.**

## ENVELOPE OPENER

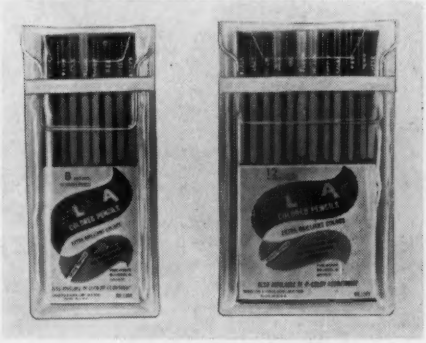
Openette, Box 266, Jamaica 31, N. Y., offers Openette, a compact, heavy-duty



automatic letter opener for small business and professional offices. It trims the edge of envelopes without damage to contents when envelope is inserted in slot-press bar. No skills or adjustments are required. Smartly styled, it is smaller than a telephone. Solid steel welded construction. Cutting blade is heat treated and precision ground for easy operation and long life. Knife sharpens itself with use. Opener is 4″ x 8″; weighs 3 lbs. and is rustproof. Has non-skid, non-marking feet. Comes in metallic-wrinkle finish in gray, black, green or brown with polished chrome trim. Two-year guarantee. Costs $19.95 plus $1 shipping charge. **For More Information Circle No. 166.**

## PERSONALIZED COLOR PENCILS

Venus Pen & Pencil Corp., Lewisburg, Tenn., announces Coloray colored pencil sets which appeal to the ego as well as the eye of the color-conscious. Sets con-



tain assortments of eight or 12 round, brilliant Coloray pencils, each with a white panel for writing, in pen or pencil, personal names, names of schools or clubs, or messages to friends or pencil snatchers. The finish of each pencil matches the color of the smooth-flowing lead, and sets are packaged in transparent plastic pouches for easy carrying. Coloray sets of eight pencils retail for 69c; 12-pencil set is $1. **For More Information Circle No. 159.**

## VACATION SCHEDULE

Idea Co., Box 178, Rye, N. Y., offers an 11″ x 8½″ vacation schedule with space for 24 names, complete 1961 cal-

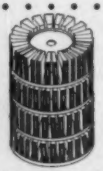
endar and provision for recording vacation dates outside of usual summer season. Can be taped to bulletin board in companies where copies of each department's vacation schedule are required by head office; simply insert in typewriter with carbons. Price, $1.50 doz. ppd. **For More Information Circle No. 138.**

### FLOOR FINISH PATCHER

Multi-Clean Products, Inc., 77 Ford Parkway, St. Paul 16, Minn., offers a Spray-Buff floor machine attachment which makes it easy to patch or restore floor finishes during routine buffing. It consists of a polished metal container which mounts on machine handle, with clear plastic hose leading to spray nozzle attached to base casting. Container has a lever and discharge valve so that operator can spray wax-water or resinous-water solution on selected floor areas during buffing. Machine should be equipped with steel wool or synthetic disc. Spray-Buff eliminates need for stopping machine to apply patching materials by hand. Floor finish can be quickly restored and scuff

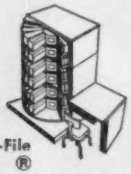
marks easily removed while machine is in motion. Two adjustable screw clamps permit attachment of container to handle of any make floor machine. Spray nozzle is held to base casting by a rubber suction cup. Price is $16.50. **For More Information Circle No. 127.**

Dual Pedestal Desk



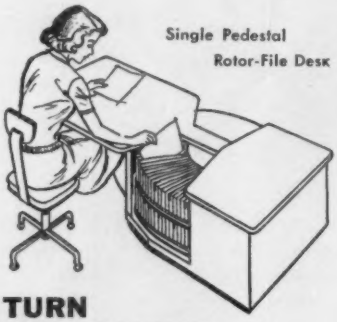
Book Rotor File

Multiple — Desk Rotary



Corres-File ®

Open Corres-File



Single Pedestal Rotor-File Desk

**TURN NEW PROFITS with WASSELL WORK ORGANIZERS**

Wassell revolving files bring the work to the clerk:

- Turn walking hours into working hours
- Save up to 50% of filing time
- Increase accuracy, efficiency and clerk morale

And another big saving: Wassell Work Organizer revolving files *save up to 40% in floor space.* Send for your *free* literature on Work Organizers for the Sixties.

**WASSELL ORGANIZATION INC.**

DEPT. O-5, WESTPORT, CONNECTICUT

For More Information Circle No. 296

EASY FAST INEXPENSIVE

# PLATEMAKING

MODEL RP-17
$298
17" x 23"

## Rapid Printer
### PLATEMAKERS

Ideal for small offset plates and duplicating masters. Vacuum frame is on top, powerful carbon arc lamp in the base. Makes perfect plates every time as only a carbon arc lamp can, and clean, simple operation makes it the perfect machine for office and in-plant reproduction departments.

*2 sizes: 17" x 23"; 21" x 25" with manual or fully automatic arc control.*
*Send for Bulletin A230O.*

MODEL LT-23
$99
23" x 28"

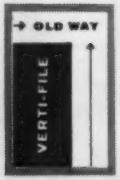
### LIGHT TABLES
## BUILT RIGHT PRICED RIGHT

Feature: highly polished, chromed, machined steel straight edges on all sides, adjustable; ceramic glass top; softly diffused fluorescent light; silver hammerloid baked enamel finish; shipped completely set-up—no crating charges.

*5 sizes from 18" x 20" to 42" x 62". Send for Bulletin A217O.*

**nuArc** COMPANY, INC.

General Office and Factory: 4110 W. Grand Ave. • Chicago 51, Ill.
Sales and Service: New York • Los Angeles
For More Information Circle No. 269




A Verti-File system will save you up to 58% in floor space! Start planning now!

## SAVE FILING TIME, STEPS AND MONEY WITH VERTI-FILE

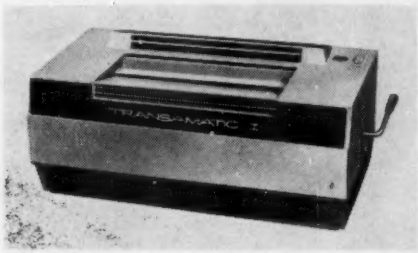
Heavy, space-hungry file drawers are old-fashioned because Verti-File gives you a new kind of efficiency. Easy access saves filing and finding time. Compactness saves steps. What's more, Verti-File gives you twice the filing capacity in half the floor space. Economy—plus! Valuable papers can be securely locked away behind silent, sliding steel doors. Convenient posting tray saves time. Find out for yourself! Try a side-by-side demonstration with your present system. Write today for complete information and name of your nearest dealer. DeLuxe Metal Products Division, Royal Metal Manufacturing Company, Dept. 7-E, One Park Avenue, New York 16, N. Y.

Royal
DELUXE DIVISION

**For More Information Circle No. 268**

## PHOTOCOPIER

Transcopy, Inc., subsidiary of Anken Chemical & Film Corp., 10 Paterson Ave., Newton, N. J., announces the Transamatic I photocopier which requires no siphons, mixing bottles or paper dispensers. A feature is the no-mix disposable cartridge using completely pre-mixed developer. All handling of solution is eliminated because




cartridge snaps into place and snaps out when solution is used up. Tray automatically fills when machine is turned on and developer returns to cartridge for storage when machine is turned off. This reduces developer waste through oxidation and evaporation. Transamatic I saves space with paper-safes built into its base to guard paper from light-exposure. Housing fits any office decor. The copier perfectly reproduces a letter in 11-seconds in black on white paper or a variety of colored papers. It picks up everything on the original whether written, typed, printed or drawn, whatever the original colors. Plugs into any standard outlet for operation without special installation. **For More Information Circle No. 150.**

## DESK LIFT

Raymond Products Co., 1565 Como Ave., St. Paul, Minn., provides fast and easy moving of desks with its Mighty King desk lift. Unit is small and compact, fits under most office desks, and can be easily operated by an average-size person. Field tests show that the desk lift works effectively, with minimum effort, under desks weighing up to 600 lbs. Work on desk is left undisturbed while moving. Lift frame and removable lever handle are heavy electric-welded steel tubing with no-

**As necessary as a typewriter? W-e-l-l . . . No.**

Perhaps the Astral portable refrigerator is not as necessary to the well equipped office as a typewriter.

But more and more progressive business firms are discovering that an ASTRAL in the office can be as much an asset as any other piece of business equipment.

Office entertaining, often necessary, can become awkward and cumbersome. An ASTRAL makes it easy, pleasant and natural.

The convenience of portable refrigeration, offering refreshing soft drinks and fruits makes any executive's day more pleasant—and more productive.

And firms with ASTRAL refrigeration available to the general office, find a boost in employee morale—and a saving in time away from the desk during refreshment breaks.

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Have you ever tried *Electric Stapling?*

It's time you did!

Staplex does every stapling job in less than half the time and costs so little to own. Let us show you today how Staplex increases work output while it saves you valuable time and money.

There's a Staplex stapler for your every need.

**The Staplex Company**
775 Fifth Ave., Brooklyn 32, N. Y.
World's Largest Manufacturer of Electric Staplers

For More Information Circle No. 374


mar coating. Caster base is rugged, durable steel construction. Roller-bearing casters rotate freely 360° for easy maneuvering with or without load. Shipped

completely assembled in individual carton; shipping weight is approximately 40 lbs. Price is $57.50 f.o.b. St. Paul. For descriptive literature and complete details, **Circle No. 135.**

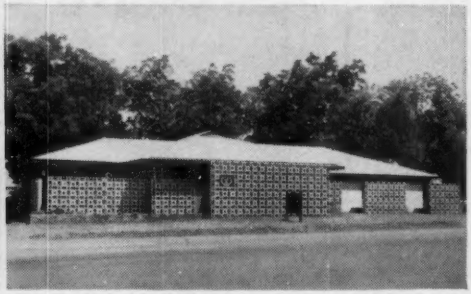
### RUBBER STAMPS

Stampak Sales Co., 386 Park Ave. S., New York 16, N. Y., offers a rubber stamp

system on special order. Order blanks are available with spaces where customer prints copy desired and approximate size

**THIS NATIONAL SYSTEM** more than pays for itself every year.

**W. P. MARTIN, JR., SEC'Y** of C. Y. Thomason Co., Inc.



**MODERN EXTERIOR** of C. Y. Thomason Co., Inc.

# "Our *National* Accounting System saves us $5,900 a year... returns 105% annually on investment!"

**—C. Y. Thomason Co., Inc.,** *Greenwood, S.C.*

"Our National Accounting System carries the full load of general books for two companies. The results have been outstanding. Ever since we purchased our System, our machine has provided exceptionally good service with practically no down time.

"In addition, our National Accounting System provides more information faster than our previous method. All records are posted to date. We save $500 a year in auditing time alone. The time-saving features of our System account for 350 hours per month saved. This means two of the office staff are completely free for other duties. Our National Accounting System handles the payroll, job costs, general ledger, disbursements, 941-A and W-2 forms.

"During a single year, our National Accounting System saves us $5,900, returning 105% annually on our investment!"

W. P. Martin Jr.
*Secretary*

*Your business, too, can benefit from the many time- and money-saving features of a National System. Nationals pay for themselves quickly through savings, then continue to return a regular extra yearly profit. National's world-wide service organization will protect this profit. Ask us about the National Maintenance Plan. (See the yellow pages of your phone book.)*

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ADDING MACHINES • CASH REGISTERS
ELECTRONIC DATA PROCESSING
NCR PAPER (NO CARBON REQUIRED)

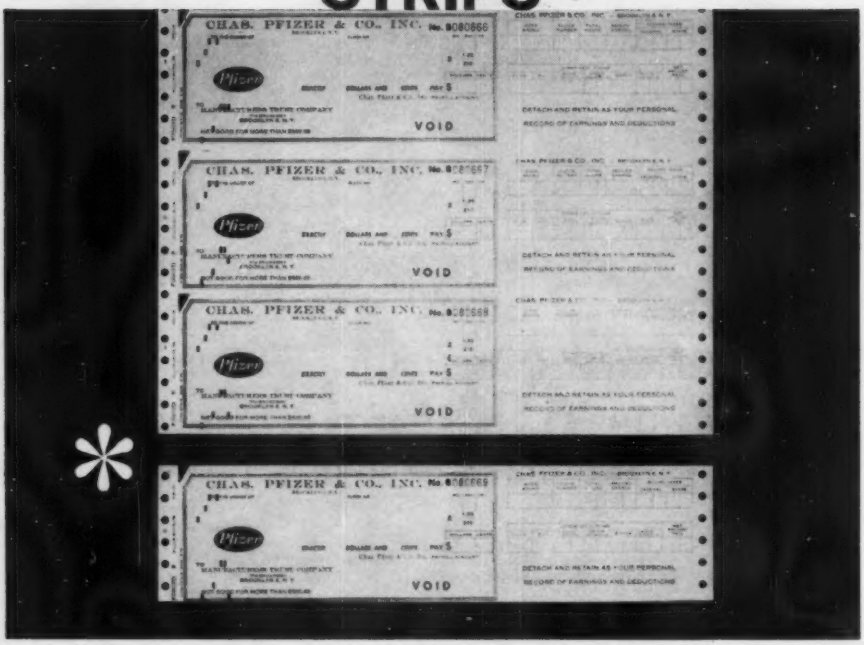
**THE NATIONAL CASH REGISTER COMPANY,** Dayton 9, Ohio
*1039 OFFICES IN 121 COUNTRIES*
*77 YEARS OF HELPING BUSINESS SAVE MONEY*

For More Information Circle No. 209

# FORMSCARD®

*still the only continuous tab card with*

# NO MEDIAL WASTE STRIPS*




- Pre-punched as required • Separate manually or on any burster
- Tabulate at any speed • Vouchers of any length; side, top or bottom
- Can be part of a multiple forms set

## Forms inc

*manufacturers of line-hole continuous business forms*

**WILLOW GROVE, PA. • Phone: Oldfield 9-4000**

*Sales representatives in principal cities.*

For More Information Circle No. 300

of stamps wanted, and these are made to order. The stamps nest inside each other in a desk stand, as many as eight in one stack. Desk stand, date stamp and one title section is $2.90 with additional title sections 90c each. There is a maximum of six lines of copy to each stamp at 60c per line. Also available is a re-inker that measures correct amount of ink in a brushlike motion. **For More Information Circle No. 184.**

### CHAIRS

Harter Corp., Sturgis, Mich., announces the Criterion line of chairs for executive and general offices featuring strong steel construction and a cantilevered arm which provides complete leg freedom. Available

with closed or open backs. Side chairs come with tubular legs or aluminum pedestal base with glides. Armchairs have either molded rubber or gunstock walnut armrests. Seat and back cushions are molded foam rubber. Swivel models are equipped with torsion bar control. Also available are matching executive posture and stenographic models. No. 41700 swivel model in vinyl upholstery (shown above) lists at $79.50 in zone one. **For More Information Circle No. 464.**


*Complete your line with the Sengbusch nine...*

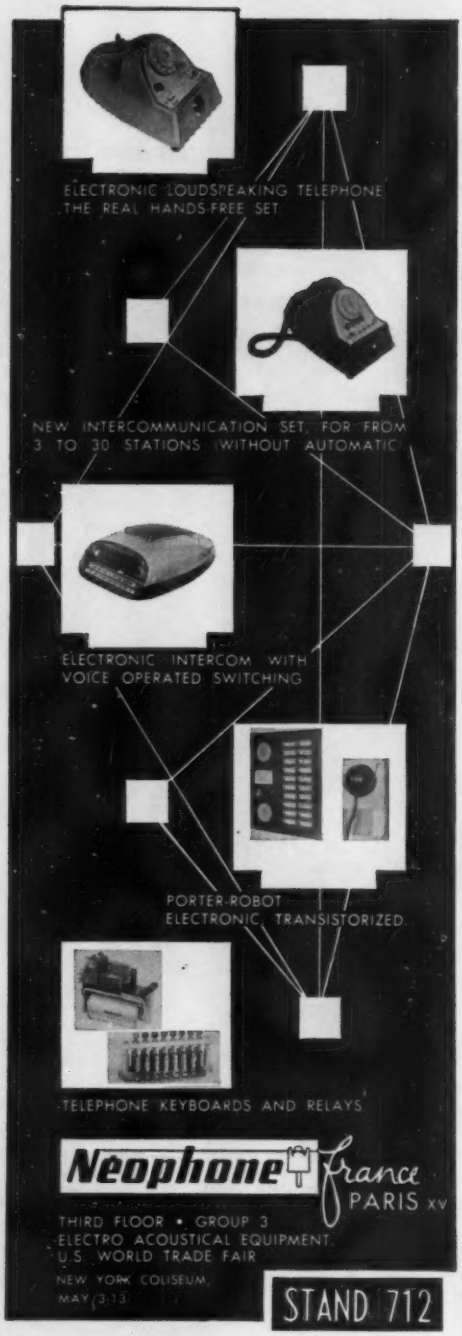
*Faster Selling Office Aids*

**Everyone's selling more Sengbusch Distinctive Office Essentials! Chances are, your morning mail was signed, sealed, and delivered to file, through the aid of these eye-and-buy styled Quality Desk Items. Free sales promotional pieces. Write for details.**

Sengbusch

12-5 Sengbusch Building
Milwaukee, Wisconsin

For More Information Circle No. 297




For More Information Circle No. 331

## CARBON COPY SETS

Type/rite Corp., 21 State Highway, Hanover, N. J., reports that secretaries and other office personnel will find the recently revised and refined Sea Foam Bond Carbonsets easier to use. Instructions have been rewritten and are printed in clear, simple-to-follow detail. Each piece of carbon is printed with a position-

ing guide on both sides for quick, easy alignment and to aid in determining the number of lines remaining on page. Sea Foam Bond Carbonsets consist of a sheet of Sea Foam Bond attached to a sheet of one-time carbon. After typing, carbon is easily detached with a light pull, leaving clean carbon copy. Available in seven colors for easier routing. For free sample kits, **Circle No. 139.**

## DESKS

Western Mfg. Co., Dept. 10, Aurora, Ill., introduces the 6000 series Fashion-Aire Desk Line to provide custom styling at moderate price. The 6000 series in two-tone decorator colors has brushed chrome legs in a modern design, and stainless steel channel-trimmed square edged tops in Armstrong linoleum or G.E. Textured Textolite; nylon glided box drawers; full suspension on file drawers; smooth molded

# Print price tags

## as needed—with a TICKOMETER

*With a Tickometer, you can imprint price tags, a dozen or a thousand gross, quickly and easily, as they are needed. Tags can also be coded to show supply source, color, style, size, etc. Quicker and more accurate than hand marking. Cheaper than pre-printed tags. No big inventories of printed tags required, and no waste of unuseable printed tags.*

• The Tickometer will imprint tags, bags, labels, wrappers, small cartons, at speeds from 400 to 1,000 pieces a minute. Handles light card stock, and most standard weights and finishes of paper in sizes as small as 1 by 2 and as large as 15 by 15 inches. It can be used with rubber mats, type slugs or electros. It's easy to set and operate, feeds and stacks automatically, can be used by anybody.

• The Tickometer is also a counting machine—counts coupons, job tickets, time cards, orders, sales slips, checks, etc. – gives you totals in a fraction of the time required for hand counting. It's so accurate that banks use it to count currency. It records partial totals, can be set for pre-determined count. With attachments it signs or endorses checks, does consecutive numbering. It is an invaluable time saver in even a small office.

• Can be leased as well as bought. Service is always available from 320 points. Call the nearest Pitney-Bowes office and ask for a demonstration in your office. Or send for free illustrated booklet and case studies.

**Pitney-Bowes**

**TICKOMETER**

**Imprinting & Counting Machine**

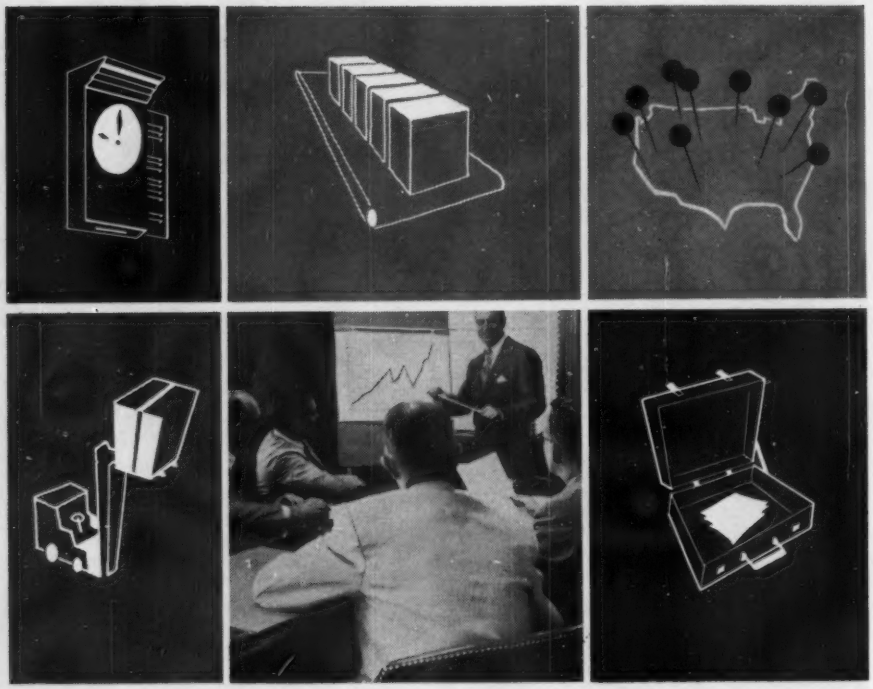
*Made by the originator of the postage meter . . . 149 offices in U.S. and Canada.*

PITNEY-BOWES, INC.
3441 Walnut St., Stamford, Conn.
*Send Tickometer booklet and case studies.*

*Name*_____

*Address*_____

For More Information Circle No. 208




NOW! A LOW-COST WAY TO AUTOMATE MANAGEMENT CONTROLS

## KEYSORT® DATA PROCESSING

For the fast, accurate reports you need to establish firm management controls; for up-to-the-minute information in any number of vital areas such as order and sales analysis, inventory, job and labor costing—Keysort is the data processing system to use.

The reasons are many. No restrictive procedures; minimum training; remarkable economy; simplicity of installation and operation.

Keysort, in fact, is the only automated data processing system flexible enough to fit your business as it stands *and* as it grows. It is the one system adaptable and affordable to companies of every size.

With Keysort you use easy-to-handle punched cards—mechanically created for rapid sorting and classification. Figures are automatically tabulated and results summarized direct to reports without transcribing.

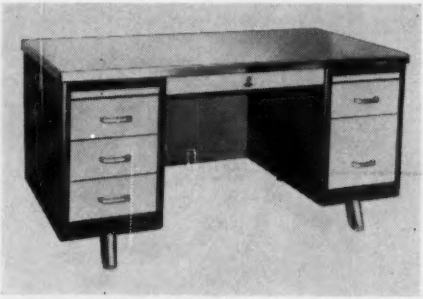
Call your nearby Royal McBee Data Processing Systems Representative or write us at Port Chester, New York—indicating the applications in which you are interested—and we will be happy to supply you with actual case histories from our files.

**ROYAL McBEE** *corporation*

NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

For More Information Circle No. 267

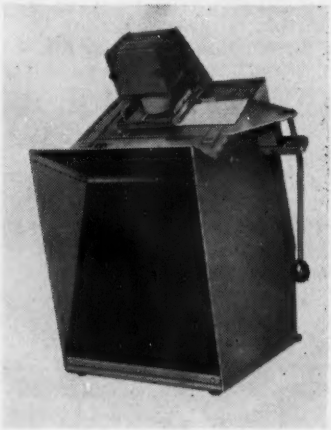
pedestal bottoms and corners; pop-out sliding reference shelves; and center drawer controlled automatic locking sys-



tems are standard equipment on the 6000 Series. **For More Information Circle No. 180.**

## MICROFILM CARD READER

Eugene Dietzgen Co. 2425 N. Sheffield Ave., Chicago 14, Ill., introduces a table model 35mm microfilm card reader designed for brilliantly lighted drafting rooms. The model 4305 Filmcard Reader projects a sharp, brilliant image of uniform intensity on a 10½" x 12" glare-free screen of plastic crystals. Unit has 14x



magnifying power. A single control provides movement of film image in all directions. A scanning device allows rapid

**and control your business with the American 71 heavy duty electric perforator**

Nobody can rub out or smudge a hole. And that is why many firms today use American perforators to prevent fraud and tighten control of operations. The American 71 unalterably cancels, receipts, voids, validates or otherwise marks paper through many copies. It also permanently numbers, dates or codes labels, wrappers, coupons, containers—made of paper, paperboard, pliofilm, parchment, etc. It handles up to 1,900 items per minute with a number range from 1 to 999,999. Choice of automatic paper trip, gearomatic or foot pedal operation. Built for tremendous volume and long life, the 71 is one of a complete line of American perforators famous since 1910. Write American Perforator Division, Heller Roberts Mfg. Corp., 700 Jamaica Ave., Brooklyn 8, N. Y.

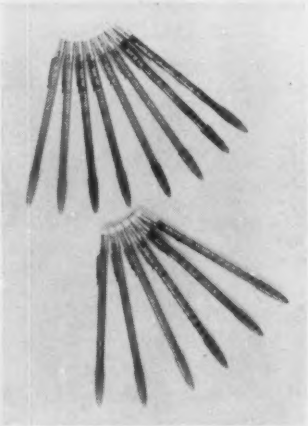
**HELLER ROBERTS**
**Manufacturing Corporation**

For More Information Circle No. 298

viewing of selected film areas. Film is protected by glass film gate carrier which does not interfere with focus. Reader is 23½" high, 11" wide, 19" deep; operates on 115-volt, 60 cycle, ½ amp AC. **For More Information Circle No. 131.**

### BALLPENS

Eberhard Faber Pen & Pencil Co., Crestwood, Wilkes-Barre, Pa., has augmented its line of Noblot ball pens to include Noblot Pocket Pens and Noblot Superfine Pocket pens. Round plastic barrel and colored point protectors match color of ink. Barrel stamped in bright aluminum leaf contains full length 5¾" ink cartridge. Extended writing point makes easier and more exact calligraphy. Pens are topped with Eberhard Faber ballpen erasers and have an adjustable nickelplated pocket clip. Four colors: blue 385, red 386, green 388 and black 389. Superfine pocket pens are for accountants, architects, draftsmen and other fine writing, come in blue 355 and red 356 inks. Noblot pocket pens



retail at 39c and Noblot Superfine pocket pens at 49c. **For More Information Circle No. 186.**


"Go-togethers" for Positive Property Control!

"AUTOGRAPHS" . . . AND YOUR F. F. & E.

*Positive Property Control begins with properly tagged physical assets.* Identify efficiently "out-front" with Serially Numbered "AUTOGRAPHS".

*Benefits?* Reduced capital expenditures, curtailed losses and thefts, verifiable tax computations and equitable insurance coverage.

Made from lustrous .016" aluminum (*not a foil*). Legibly debossed serial numbers. Adhesive backing. *A cinch to mount on any surface.*

Millions used on the FF & E of businesses, industries, institutions and governments. *Many reasons why!*

**Write for samples, prices and a 16-page booklet on Property Control.**

METALcraft INC.
1619 SO. FEDERAL AVE. MASON CITY, IOWA

For More Information Circle No. 332

# Costs slashed by making half-size copies in 2 minutes with Kodak Ektalith Method

**Thirty Assignment Bureaus (Service Centers) of New Jersey Bell Telephone Co. use Kodak Ektalith Method to give customers faster service with less clerical help.**

Ektalith Method copy of two-page Cable Chart gives complete details on job.

Now, with the Kodak Ektalith Method six copies of a two-page Cable Chart (needed on customer service calls) can be made in 2 minutes for just 26¢, which is a small fraction of hand-copying cost.

Job's done in three fast steps: (1) Exposure, at 50% reduction, in an office camera; (2) Processing in Kodak Ektalith Loader-Processor; (3) Multiple copies made directly from Ektalith Transfer Paper in Kodak Ektalith Copy Unit.

Both pages of Cable Chart (each 9 x 13 in.) are reproduced half-size on sheets of bond-type paper. Smallest details are accurate and readable, even though reproduced from green cards with notations in pencil and blue and red inks.

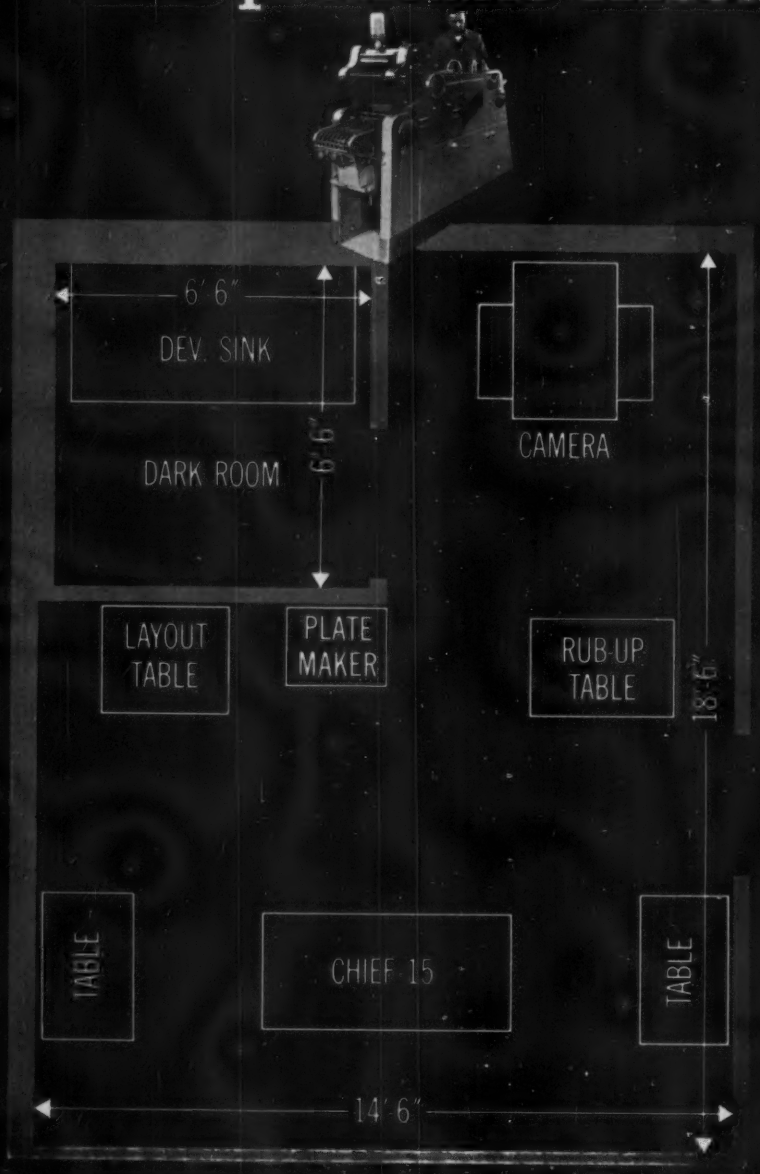
If you, too, are looking for ways to improve business communications it will pay you to investigate the Kodak Ektalith Method. *Free booklet gives details.* Call local Kodak Ektalith Dealer or write Eastman Kodak Company, Photo Reproduction Products Division, Rochester 4, N. Y.

KODAK **Ektalith** METHOD ...*puts you ahead in offset duplicating*

Kodak TRADEMARK

For More Information Circle No. 207

# This profitable offset



# department can be YOURS for less than a dollar an hour!

For less than a dollar per *working hour*, you can purchase a complete ATF offset department, including: press, camera, darkroom sink, negative layout table, platemaker, and utility table. If you have some seldom-used equipment to trade in, chances are you will need little or no down payment.

Or you can lease the complete "package"—or any part of it—without trading in any equipment or making a down payment.

Either way, you get brand new equipment—and only what you need—on the easiest terms. You can pay as you go and make a profit as well.

Heart of this plan is the ATF Chief 15, the small press with the big press features...the press which has been chosen by over 1500 professional printers. You can see this press and the related "package" equipment in operation at your nearest ATF Branch Office; or your ATF Representative will supply full details, including a folder, "How to Set Up for Offset," which outlines various plans and choices of equipment. If you prefer, use the coupon below.

## American Type Founders

---

ATF American Type Founders Dept. A
200 Elmora Avenue, Elizabeth, N. J.

I'm interested in your "Offset Package Plans" on a ☐ purchase ☐ lease basis.

NAME ..... TITLE

COMPANY .....

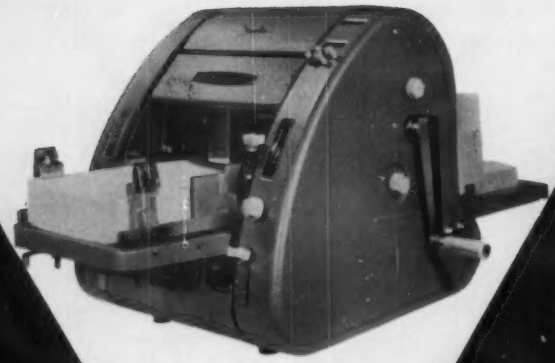
STREET AND NUMBER .....

CITY ..... ZONE ..... STATE .....

(If you have trade-in equipment, list descriptions, models, serial numbers)

For More Information Circle No. 266

**long runs at high speed**—*up to 180 copies a minute; three-way adjustment of headspacing, type straightening and margins while running; quick and clean color change; automatic inking with economy – up to 26,000 copies per lb. of Roneo semi-paste ink; true-tone reproduction with Roneo-tronic Stencils; ask your Roneo dealer, or "addo-x" 300 Park Ave. New York 22; 3339 Temple St. Los Angeles 26*



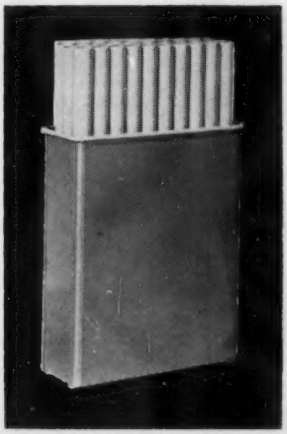
▶ **Roneo 750** ◀

RONEO

For More Information Circle No. 222

## BLUEPRINT FILE

Scott-Rice Co., 610 S. Main St., Tulsa 19, Okla., offers the Scottie map bin file for rolled maps, drawings and prints of any size. File is heavy-gauge steel 22″ x 9″ x 27⅜″ high in baked enamel finish,

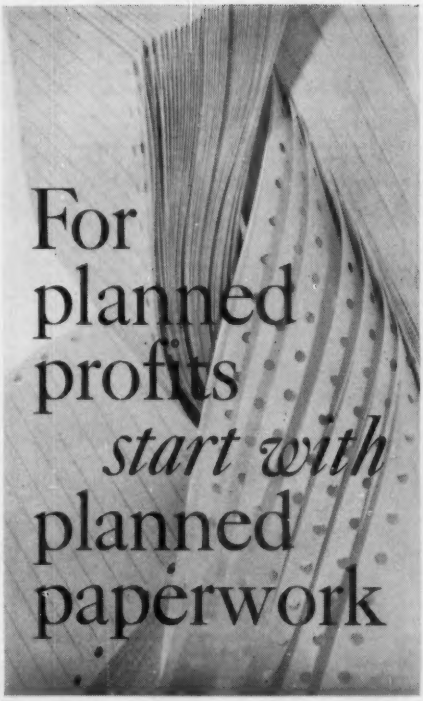


fitted with 40 heavy-duty cardboard, 2″ diameter tubes, 36″ long. A rubber bumper all around protects furniture. Plastic dust-proof cover is included. Costs $33. **For More Information Circle No. 115.**

## PUNCHLESS BINDER

Smead Mfg. Co., Hastings, Minn., offers a punchless binder with a fastener that

opens and closes at a touch to allow neat, safe binding-in and easy removal of contents such as correspondence, brochures,




Without a carefully planned paperwork system a company is missing out on one of its finest opportunities to improve profits. Low form cost is important. But, the really sizable savings in business forms is determined by what the forms do . . . the control, the speed, the cost reduction they bring to company operations. This is why the help of your Standard Register business forms representative is so valuable. He can make the purchase of your business forms an exceptional value. Want proof? Ask him to show you case histories illustrating how planned paperwork gives a company competitive advantages.

**STANDARD REGISTER**
**BUSINESS FORMS**

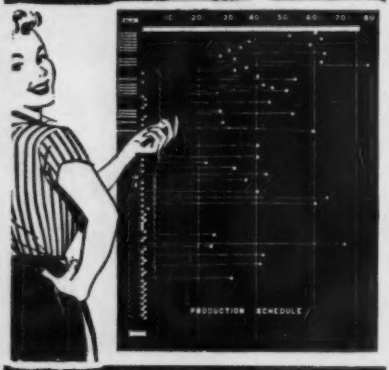
THE STANDARD REGISTER COMPANY, DAYTON 1, OHIO

PAPERWORK SIMPLIFICATION

For More Information Circle No. 333

NEW MODERN VISUAL CONTROL FOR GREATER EFFICIENCY, PROFIT!

MOVICHART
graphic chart systems




LOOK AT THE FACTS— NOT FOR THEM!

- Vivid, easy-to-read
- Quick, easy to maintain
- Durable, non-breakable plastic parts
- Attractive colors

- Stock Control
- Sales Targets and Achievements
- Progress Chart
- Incentive Charts
- Machine Loading
- Budget Control
- Staff Location and Organization
- Motor and Machine Maintenance
- Production Planning
- Safety Record
- Quality Control
- plus many more!

Movichart pictures facts as they are and warns in advance of trends that may require your action, provides the information you need in time to make right decisions. The easiest, quickest to use, and most attractive system available today.

FREE DETAILS ON REQUEST

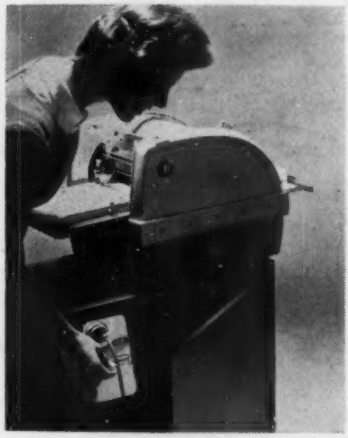
PRYOR MARKING PRODUCTS
434 S. Wabash Ave., Dept. O • Chicago 5, Ill.

For More Information Circle No. 375

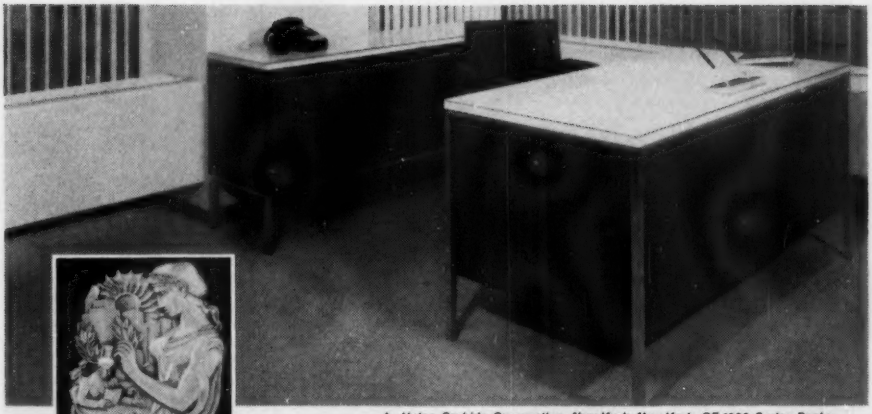
photos, artwork, swatches, catalogs, etc., which need not be punched. This Smead binder is made of red, blue or black genuine pressboard in letter or legal size and is useful for presentations or record sorting. Fastener can be positioned along the side (see illustration) or at the top. **For More Information Circle No. 173.**

## SPIRIT DUPLICATORS

Ditto, Inc., 6800 McCormick Road, Chicago 45, Ill., announces the No Pour Fluid System which feeds directly from the original container for Direct Process



Models D-30, D-31 and 14D-70. The system eliminates tank refilling and problems of spilling, waste and clean-ups. Reloading is handled instantly, a gallon at a time. A warning signal indicates when it is time to reload. Then screw-on tube cap comes off old container and goes on the new. Gallon container slides in place on the fluid supply tray or any convenient position, and feeds automatically as drum revolves. The system provides 400% greater fluid supply. Conversion kits are available for D-30, D-31 and 14D-70 Models which do not have the new system. **For More Information Circle No. 157.**



OFFICE OF THE YEAR AWARD

▲ *Union Carbide Corporation, New York, New York. GF 1000 Series Desks, 1000 Series Consoles and GF Filing Cabinets.*

▼ *Atlantic City Electric Company, Atlantic City, New Jersey. GF 1000 Series Desks, Goodform 300 Chairs, GF Institutional Tables and GF Stacking Chairs.*

GEYER'S OFFICE INSTALLATION AWARD

# FOR THE SECOND STRAIGHT YEAR

## GF FURNISHED OFFICES WIN THE TWO TOP "OFFICE OF THE YEAR" AWARDS

Again in 1960, GF-furnished offices won the two top "Office of the Year" honors. These awards are made annually by OFFICE MANAGEMENT MAGAZINE with the cooperation of members of the American Institute of Architects and the Association of Consulting and Management Engineers.

**1. "Office of the Year" Award**
First Place, for offices of 300 or more employees
won by **Union Carbide Corporation,** New York, N. Y.

**2. "Office of the Year" Award**
First Place, for offices of up to 300 employees
won by **Atlantic City Electric Company,**
Atlantic City, New Jersey

In 1959, these two awards were won by the Southland Life Insurance Company, Dallas, and Louisiana Companies, Baton Rouge. Both buildings were furnished with General Fireproofing business furniture.

**Charney's, GF's Atlantic City dealer,** won the first place Silver plaque in Geyer's Office Installation Award for 1960. This, too, was for the GF installation at Atlantic City Electric Company – the first time that one installation has been honored as both "Office of the Year" and "Best Dealer Installation".

In furnishing new or remodeled offices, in adding to or replacing existing equipment, talk to your nearby GF branch or dealer for helpful information and planning service. Or, write: Dept. OF-14, The General Fireproofing Company, Youngstown 1, Ohio.

GF
BUSINESS FURNITURE

For More Information Circle No. 206

# simplify payroll accounting

How? With a fully automatic Cincinnati Paymaster that gives you exclusive "Quick Audit" printing for easy, direct subtraction . . . and two-color printing that highlights irregular registrations.

What's more, the Paymaster uses all makes of time cards . . . integrates with existing systems and provides automatic time signaling control. Plus, the Paymaster is jam proof and self-corrective for minimum maintenance. Get the full story from your Cincinnati representative, or send for descriptive literature.

**"IF IT'S ABOUT TIME . . . CALL FOR CINCINNATI"**

**Cincinnati** TIME RECORDER CO.
1733 Central Avenue, Cincinnati 14, Ohio

Gentlemen: Please send literature about New Model 8000 Paymaster

NAME_____ TITLE_____

COMPANY_____

STREET_____ CITY_____

For More Information Circle No. 265

## MACHINE PAD

Enor Corp., 55 Woodbine St., Bergenfield, N. J., has developed the Adder Mat for adding machines, calculators and other medium-sized office machines. Pads are made of same resilient composition as Unda Wunda typewriter pads; have anti-slip characteristics which make it unnecessary to bolt machines to desks or stands. Machine on an Adder Mat pad will not move even after repeated use, unless the operator deliberately picks it up. Accoustical properties of mat provide quieter offices because of cushioning. Mat is washable, won't absorb dust or dirt; available in four colors: eggshell, mist green, smoke gray and desert tan. **For More Information Circle No. 182.**

## SCREENING SYSTEM

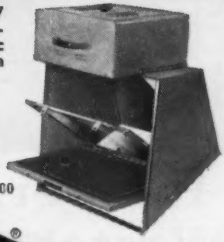
Julius Blum & Co., Dept. O, Carlstadt, N. J., announces Curtainscreen, which can be used to form any size of screen, divider or railing, inside or outside a building. The standard components can be arranged in countless combinations. Screens can be any size or scale, and can provide design continuity between areas. Basic aluminum and plastic components form slip-together interlocking panels, supports, spacers and framing clips. Panels come in 4", 6" or 8" widths, and lengths up to

$259
No. 1722-20

Includes everything you need to make offset plates and duplicating masters: vacuum frame; motor; pump; gauge; and nuArc's popular N-20 arc lamp.
With automatic carbon strike and feed mechanism, No. N-20A .....$305

COMPACT • INEXPENSIVE
Arc Lamp
AND
Vacuum Frame
COMBINATIONS

Economical N-16W unit. Includes manually controlled arc lamp; vacuum frame.
$139
Complete with pump and motor, $196.50
Send for Bulletin A2100



nuArc® COMPANY, INC.
4110 W. GRAND AVE.
CHICAGO 51, ILL.
SALES AND SERVICE: NEW YORK • LOS ANGELES

DARKROOM
SAFELITES
For table, wall or ceiling mounting. Metal construction. Ruby or white lights. Six standard sizes—or can be made to your specifications.
nuArc COMPANY, INC.
4110 W. GRAND AVE. • CHICAGO 51, ILLINOIS
For More Information Circle No. 334

# for office clutter-up'ers

## Rubbermaid Wastebaskets

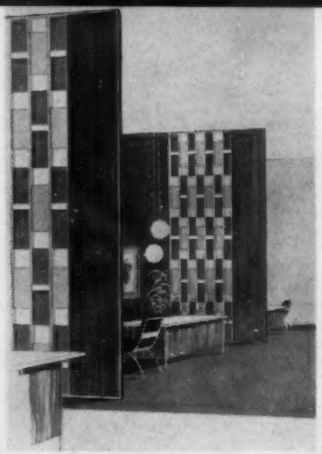
Busiest place in every office—makes it a pleasure to use these rust-proof, unbreakable colorful containers. Big range of sizes, designs and colors.

**Rectangular and round from $1.49 to $4.98**

**SEE YOUR SUPPLIER** Rubbermaid MEANS BETTER MADE

COMMERCIAL DIVISION • RUBBERMAID INC., WOOSTER, OHIO • COOKSVILLE, ONTARIO

For More Information Circle No. 335

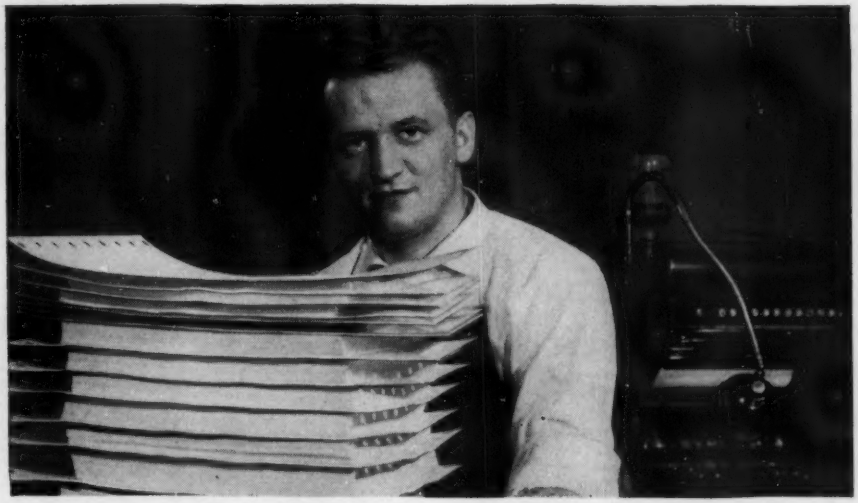



20 ft. Panels are available in a number of finishes: plain (for enameling), anodized, etched with decorative designs, laminated with wood veneers. Panels can be cut to angle shapes for special design effects, and painted any color. **For More Information Circle No. 146.**

### PORTABLE TYPEWRITER

Imexco Trading Corp., 6 East 18th St., New York 3, N. Y., offers the Meteor Deluxe portable typewriter with full size standard keyboard plus two extra keys, ratchet half-spacing, spring steel typebars, heavy duty steel frame, two-color ribbon and stencil setting, heavy duty paper bale,

full size rear paper table and lateral paper insertion guide, folding paper support and two margin stops. The Meteor comes in choice of ten color combinations with slim matching carrying case. Compact and lightweight, it is made in Spain and retails at $69.50. **For More Information Circle No. 168.**



# Why Polychrome photocopy masters will boost your offset duplicator output.

What photocopy process do you use? Verifax? Xerox? Ektalith? Whichever it is, you can get a Polychrome master designed especially for it.

Here's how Polychrome masters can save you duplicating money:

Less adjustment is needed to get balance on the press because the surface of the masters contains tiny reservoirs to carry ink and water, giving them a natural balance.

The plastic fiber base and moisture barrier coating can't absorb moisture, so Polychrome masters won't get soggy or stretch on the press. This makes them excellent for storage and later re-run, even in systems and forms work, where register is important.

Find out how Polychrome photocopy plates can get more done for you. Send in the coupon for more information about Tru-Kotes for Verifax, P/C Kotes for Xerox, or Kemkotes for the Ektalith process, and also receive a handy Offset Paper Reference Guide free.

*Verifax and Ektalith are registered tradenames of Eastman Kodak Company, Xerox is registered tradename of Haloid Xerox Corporation.*

Manufacturers of Graphic Arts Supplies

POLYCHROME CORPORATION

2 Ashburton Avenue, Yonkers, New York

Please send me more information about Tru-Kotes for Verifax, P/C Kotes for Xerox, or Kemkotes for the Ektalith process and my free Offset Paper Reference Guide. G5

We have.....size offset presses

Name.....

Firm.....

Address.....

City.....State.....

For More Information Circle No. 264

# Copycat's patented spray process gives you more copies... better copies of anything ...and for as little as four cents each!

**...it's the world's fastest photocopy machine—bar none!** From start to finish, including all paper handling, Copycat's deluxe new wall model gives you finished ready-to-use copies in 12 seconds.

What's more, because of its patented spray process, Copycat's deluxe wall model will give you up to 10 crisp, clear copies of anything from *one negative!*

No other photocopy machine can offer as many copies—a feature that alone will cut your copy cost to an average of four cents each—*and* repay the initial investment in no time.

The key to Copycat's speedy production of quality copies is its patented spray process. No open trays of developer are used—Copycat utilizes a tank, from which developer is pumped and sprayed and returned to the tank.

This gives faster, more uniform distribution of developer and prevents spilling.

Moreover, unlike other photocopiers, Copycat can be mounted on the wall, to save valuable desk space (or placed on the desk, if you wish).

If you are less than enchanted with present-day copying methods, annoyed at rising costs, messy developers and fuzzy copies—look into Copycat. Write or 'phone for a free demonstration in your own office. Absolutely no obligation.

*National distributor of Gevaert photocopying materials*

GEVAERT

**Copycat CORPORATION**

**215 Fourth Ave., New York • Phone: ORegon 4-5582**

For More Information Circle No. 459

## VERTICAL CARBON SEPARATOR

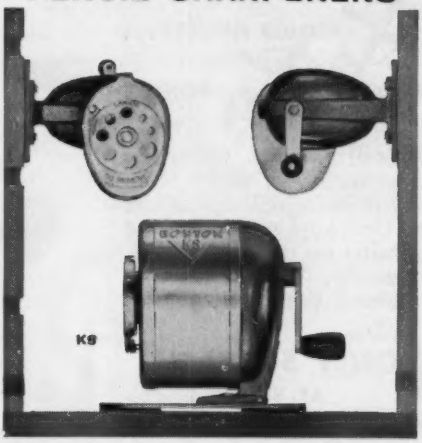
Standard Register Co., Dayton 1, Ohio, adds to its line of Form Flow Vertical Carbon Separators with the introduction of the Four-Part Model to handle continuous form sets of four or more parts with speed and economy. Separator is a motor-driven unit with three carbon rewind spindles, four chutes and refold trays for decollating two-, three-, and four-part sets in a single operation. Forms in excess of four parts are separated by decollating three parts and three carbons on one pass, with the remaining copies refolded for subsequent processing. Chutes, refold trays and pack-holder are adjustable for processing different sizes, weights and plies of forms. The unit can handle form widths up to 17-25/32" and form lengths up to 11" at approximately 350 lineal ft. per minute. Longer length forms may be accommodated as special items. Feed rollers, grit-covered for extra traction, and carbon rewind spindles are motor-driven through belts and pulleys by a 110 volt, 60-cycle, AC motor. Manual control can be accomplished by a rheostat which is the on and off switch. **For More Information Circle No. 440.**

## PARTITIONS

Simpson Timber Co., 2041 Washington Building, Seattle 1, Wash., announces a partition system of prefinished components which can be easily and rapidly assembled to economically subdivide interior space. Commercial Easy Wall is available in 2 x 8 and 2 x 10 ft-sizes of 1⅝" thickness comprised of a rigid core of insulating board faced on both sides with prefinished hardboard. Matching paneling, ⅝" thick, has an insulating board backing faced on


**BOSTON®**

**PENCIL SHARPENERS**




*easy mounting on any surface*

Now Boston's all-metal pencil sharpeners can be mounted anywhere. There is a Boston for every purpose and *the mounting kit fits every model.* All sharpeners are guaranteed for 1 year.

C. HOWARD HUNT PEN CO., CAMDEN 1, N.J.

For More Information Circle No. 299

# CUT COSTS with SORTKWIK®

**The *INVISIBLE* Fingertip magic**
**FOR HANDLING PAPERS FASTER**

**NO MORE** **RUBBER FINGERS . . .**

**NO MORE MESSY** **SPONGES**

Just apply SORTKWIK to fingertips for greaseless, stainless, tacky film. See how easy it is to pick up papers of all kinds. One application is long lasting. Contains no drying alcohol. Washes off easily. Widely used in offices throughout the country. Try it and see why.

**ONLY 50¢ EACH**
**AT YOUR STATIONERS**

*or mail coupon direct to*

**LEE PRODUCTS COMPANY**
Dept. O-5, 2736 Lyndale Ave. So. • Mpls. 8, Minn.

☐ Please send me 2 regular size containers for $1.00 postpaid.

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Company_____

Street_____

City_____ State_____

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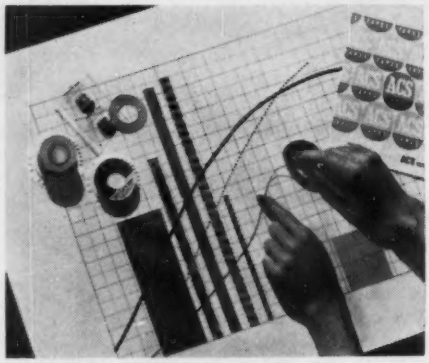
For More Information Circle No. 336


one side with prefinished hardboard. Matching doors come in the 6′ 8″ height or the 7′ 11″ ceiling height. Seven precision machined erection components complete the system. Easy Wall's prefinished vinyl woodgrain surface is scuff-proof, fadeproof and stainproof and provides maintenance-free walls and doors. Available in Cherry Mist (silver gray) or Cherry Mocha (dark brown) finishes. Also in factory applied opaque prime when a paint finish is desired. **For More Information Circle No. 161.**

### TRANSPARENT COLORED TAPES

ACS Tapes, Inc., 217 California St., Newton, Mass., makes transparent, self-sticking tapes in 20 solid colors and ten patterns, in ten standard widths from 1/32″ to 1″. These may be used for preparation of artwork, slides, transparencies,




etc. When overlayed on maps, drawings, layouts and graphs, they introduce sections of color without obscuring pertinent detail. Tapes have write-on, non-reflecting surface and non-oozing adhesive for perfect reproduction. **For More Information Circle No. 132.**

### ELECTRIC STAPLER

Staplex Co., 775 Fifth Ave., Brooklyn, 32, N. Y., offers an automatic electric stapler that reloads in two seconds and has a 9¼″ stapling reach. Model S-700-1 staples as fast as work is fed to it, operated on a single-action solenoid principle. It is now available with a footswitch, leav-

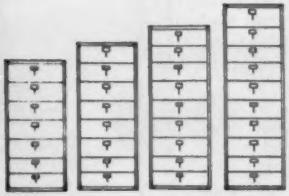
# 96 ways to

- ☐ Easier Filing
- ☐ Higher Morale
- ☐ Increased Efficiency
- ☐ Error Reduction

## VS | Visi-Shelf

First and foremost in its field, Visi-Shelf is the only concept of filing, conceived and engineered specifically for the express purpose of shelf filing.

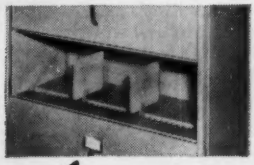
Developed to meet the constant problem of crowded filing areas and overcrowded files, the Visi-Shelf filing system has solved these problems by making it possible to file **"MORE THAN TWICE AS MANY RECORDS IN THE SAME FLOOR SPACE"**



**3 Series — 2 Widths**

**(30" & 36") — 4 Heights**

**= 96 Filing Combinations**



Exclusive VS features include:

**Finger Tip Compressors**

- Positive locking
- Free movement
- Fully adjustable

*plus* **Light weight patented Drop Doors**
**Face mounted Reference Shelves**

---

Visi-Shelf File, Inc. Dept. B
105 Chambers Street
New York 7, N. Y.

Please send catalog and complete details of the Visi-Shelf Filing System.

NAME .....

COMPANY .....

ADDRESS .....

CITY..... ZONE..... STATE.....

For More Information Circle No. 258

# REFILLABLE...

*yet as inexpensive as a disposable pen*

**3015—Koh-I-Ball "Double-Ender"**, one end writes red, the other writes blue. 49¢.

**3019TC—Koh-I-Ball Steno-Auditor.** With TUNGSTEN CARBIDE ball for smooth non-skip writing, even over grease spots. 39¢.

**KOH-I-BALL**
**A BALLPOINT FOR EVERY HOME AND OFFICE USE!**

**3009TC—Koh-I-Ball Glideomatic.** Long Visi-Point with TUNGSTEN CARBIDE ball. Color of barrel indicates color of ink: blue-black, red, green, black, and reproducing. 39¢.

**3018—Koh-I-Ball.** Long Visi-Point. Color of barrel indicates color of ink: blue-black, red, green, black. Also pocket model (3018D). 29¢.

**3025F—Koh-I-Ball Reproducing.** For marking and writing intended for reproduction. Available also in fine point (3024F) and pocket model with clip and protector. 29¢.

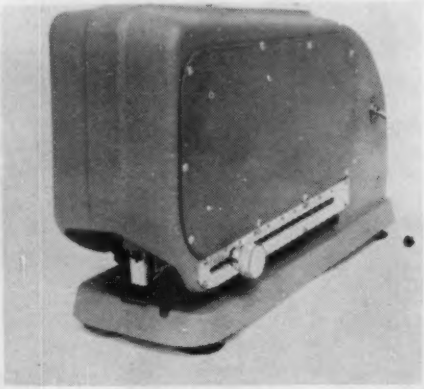
**3012D—Koh-I-Ball Retractable.** Non-skip writing. Plastic barrel with pocket clip. 29¢.

*Write For Quantity Prices*

**KOH-I-NOOR**
**INCORPORATED**
**Bloomsbury 10, New Jersey**

For More Information Circle No. 337

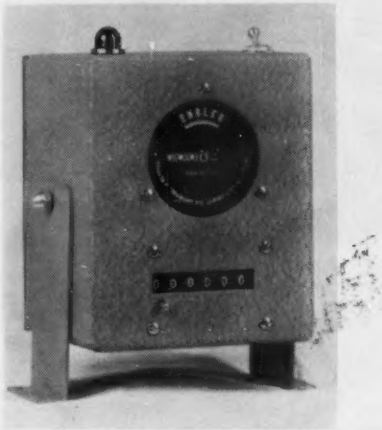

ing hands free for other work. Stapling position is adjustable up to a depth of 9¼" making it possible to staple large booklets and multipage folders. Model S-700-1



takes 210 standard pre-formed staples in one loading, is portable, requires no operator training and does not skip, jam or repeat. **For More Information Circle No. 124.**

## MACHINE TIMER, COUNTER

Engler Instrument Co., 250 Culver Ave., Jersey City 5, N. J., announces the Engler




Combination Hour Meter and High-Speed Counter for use on most tabulating and electronic equipment. This precision in-

© 1961 MILO HARDING COMPANY

Stencil duplicating has come a long way! New developments in the duplicating method – as offered by Tempo – vastly broaden the versatility and usefulness of the process.

You get finished copies for as little as ½¢ per copy on lots of only 50; ⅓¢ on runs of 1000. Just think of all the time and money you can save by producing all types of fine copy in your own office.

Write us, on your letterhead, for more information showing how the Tempo duplicating process can help you produce this great variety.

TEMPO

*Manufacturer of everything for stencil duplicating*

**MILO HARDING COMPANY**—Est. 1904— 207 Tempo Bldg., Monterey Park, California
Los Angeles • Pittsburgh • San Francisco • Washington, D.C. • Mexico D.F. and dealers everywhere

strument will register an accurate record of production time and count the cards processed, eliminating certain manual records. At the same time, it registers a complete record of workload and machine performance for further study. **For More Information Circle No. 118.**

## ORANGE DIAZO CARBON

Allied Carbon & Ribbon Mfg. Corp., 165 Duane St., New York 13, N. Y., offers a complete line of orange diazo carbon sheets for backing up originals to be reproduced on Ozalid, Bruning and

other diazo machines. Available in 7, 15 and 25 lb. weights in formulas that produce rich, sharp diazo copies on snow-white backgrounds completely free from typewriter feed-roll shadow. A special opaque quality is said to reduce exposure time. **For More Information Circle No. 463.**

## BALLPEN

All-Rite Pen, Inc., Hackensack, N. J., offers a 6¼" non-refillable ball pen with streamlined styling in its Office-Riter 54. Pen features hexagonal barrel and rounded, tapered tip. Combination of shapes is pleasing to the eye and functional: hexagonal planes prevent pen rolling off desk while rounded tip provides writing comfort. Four popular-priced models: 29c medium line; 39c fine line; 39c medium line photocopy; 49c fine line photocopy. All carry giant supplies of instant-starting, fast-drying ink in blue, red, green or black. **For More Information Circle No. 137.**

## TYPING DESK STABILIZER

Gonco Mfg. Co., 1259 S. LaBrea Ave., Los Angeles 19, Calif., offers the patented Jac-a-desk desk stabilizer to keep typewriter platforms firm. It has no outside locks or sharp edges, but locks and re-

leases instantly. Made with a steel center shaft, there are no ball bearings to jam. Stabilizer expands from 17" to 27", holds 400 lbs., telescopes to fit desk drawer; weighs only 7½ oz. Has mar-proof rubber bumper and floor base. Costs $5.50. **For More Information Circle No. 152.**

## BIN & SHELF LABELS

Sasser Equipment Co., 541 Bridge St., Danville, Va., announces a label for labeling steel shelving and parts bins. Labels are die-cut in card strips of quality index stock and snap out easily for insertion in labelholders after identification notations have been made either by typewriter or by hand. Four colors are available: white, salmon, canary and blue, in three sizes. Style 400 card strip is 4" x 8½" and contains eight ⅞" x 3" labels. Style 450 card

# At last...a nice way, a clean way to dust with "SCOTCH" Brand Dusting Fabric

"Scotch" Brand Dusting fabric makes messy dust cloths and oil rags as out-of-date as high button shoes!

New fast working "wonder" fabric with millions of tiny dust traps picks up dust and holds it . . . leaves no telltale trail of lint and oily film.

Soft and pleasant to touch, "Scotch" Brand's non-woven fabric can't scratch or mar the most delicate surfaces. But it's also surprisingly tough and resilient —and the highly absorbent sheets can be used over and over.

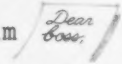
Ideal for desk tops, file cabinets, telephones, lamps and fixtures, books, pictures—anything around the office.

This new disposable dust cloth keeps your hands clean —makes dusting almost fun!

Handy 30 yard roll gives you 60 generous dusters.

Try it—"Scotch" Brand Dusting Fabric—and you'll never dust with anything else!

# Hate cleaning typewriters?

Who doesn't? But the time does come when the type gets so dirty the keys stick together and type **like this!** Then what do you do? Use a messy solvent that stains your fingers or a gummy putty that ruins your manicure? Or a liquid brush cleaner that spots you from head to toe? Now there's a brand new remedy for this unpleasant chore--a remedy as easy to take as a coffee break. It's **"SCOTCH" Brand Typewriter Cleaner.** It lets you type the dirt away. How easy can life get? All you do is roll "SCOTCH" Brand Typewriter Cleaner into your machine. Set the typewriter on stencil and strike each key several times. YOU'VE DONE IT! You've typed the dirt away! And look at your hands--they're still lovely to look at, aren't they? Best of all, here's news your boss will love "SCOTCH" Brand Typewriter Cleaner costs less than a nickel per cleaning. So don't forget to remind him  to get you your "SCOTCH" Brand Typewriter Cleaner No.575 today!

MINNESOTA MINING AND MANUFACTURING COMPANY
...WHERE RESEARCH IS THE KEY TO TOMORROW
3M COMPANY

strip is 4″ x 8½″ and contains six 1″ x 3″ labels. Style 500 card strip is 5″ x 8½″ and contains three 2″ x 4″ labels. Style 400 and 450 are for shelves and drawers. Style 500 is for bin fronts. Price is $5.60 per 100 card strips providing up to 800 labels. **For More Information Circle No. 140.**

## BOOK SHELVES

Estey Corp., 1 Catherine St., Red Bank, N. J., announces the Color-Range line of metal book shelving in ten colors. Units

are complete with tops and finished end panels in three standard heights: 90″, 60″, 42″; and three depths, 8″, 10″, 12″. Periodical units for magazines and newspapers are available in three different styles in all heights. For Catalog No. 612, **Circle No. 177.**

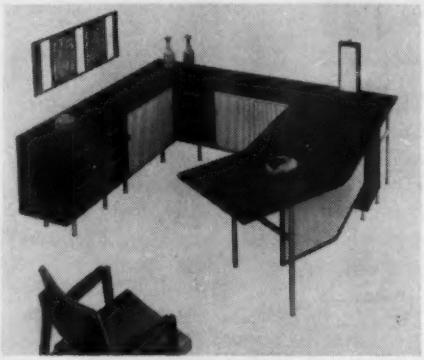
## CASH REGISTER FLOOR SWITCH

Fountain Products Corp., 4250 W. Peterson Ave., Chicago 46, Ill., offers the Watch Dog Mat that prevents unauthorized people from opening the cash drawer. The cash drawer will open only when someone is standing on the mat, otherwise electric power is cut off and register will not operate. This allows cashier and salesmen to move about more freely since no one can reach over the counter and open cash drawer. Mat is a fully moulded vinyl plastic enclosing two steel plates. It is waterproof and vinyl is not affected by chemicals accidently spilled in the area. It provides foot comfort and will wear for a long time. There is no installation. Simply place mat in front of

cash register, insert two-way plug, which is attached to a 39″ heavy duty cord, into the outlet and insert cash register plug. **For More Information Circle No. 429.**

## DESKS

Alma Desk Co., High Point, N. C., announces the Architectural Series of modular wood desks and accessory pieces. Completely interchangeable drawers allow



full extension. Tops and back panels of optional sizes come in a variety of finishes, oil, laminated teak or plain beige. Reversible modesty panels in fabric linen or walnut. Choice of black or brushed chrome legs on an H-frame. **For More Information Circle No. 128.**

This is the Friden-Ertma Mail Inserter. Controlled by a single operator, it automatically gathers up to eight enclosures (including punched cards), inserts them into envelopes, then seals, counts and stacks the envelopes—all in one swift operation.

The Friden-Ertma is extremely flexible—you purchase your machine with the exact number of stations you now require, add more (up to a total of eight) as you need them. Installation is easy as plugging in a lamp. Set-up, loading and job changeover are quick and simple, require no tools whatsoever.

Special open feed station available for cycle billing and similar applications. For complete information, call your Friden Man. Or write: Friden, Inc., San Leandro, California.

*THIS IS PRACTIMATION: Automation so hand-in-hand with practicality, there can be no other word for it.*

Friden

SALES, SERVICE AND INSTRUCTION THROUGHOUT THE U.S. AND WORLD

For More Information Circle No. 247

# Literature from the Manufacturers

## STENCIL DUPLICATOR

Milo Harding Co., 207 Tempo Bldg., Monterey Park, Calif., offers "Automate Your Office Duplicating," a multi-colored brochure about the Tempo Model 250DA Geha stencil duplicator. Showing how this

compact paste ink duplicator automatically feeds, counts, strips, removes lint, adds ink and interleaves, the literature also explains how these features work. In addition to everyday letters, forms and bulletins up to 8½" x 13½" image size, Model 250DA also produces colorful print-like copies of photos, drawings, clippings, ad reprints, etc. For a copy, **Circle No. 190.**

## TYPESETTING MACHINE

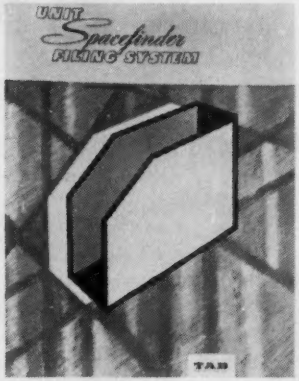
American Type Founders, 200 Elmora Ave., Elizabeth, N. J., offers a 12-page booklet describing the ATF Typesetter, a photo-mechanical system for rapid, low-cost composition of text and tabular matter. The booklet covers Typesetter applications, available type faces and sizes, and the method of operation. Actual samples demonstrate the equipment's versatility. For a copy, **Circle No. 469.**

## DICTATING HINTS

Education Dept., Soundscriber Corp., 6 Middleton Ave., North Haven, Conn., advises: finish one thought before passing to the next; use short sentences and short paragraphs; think of dictating as talking on paper. These are three of the 20 hints for good dictation suggested in a handy guide. Besides SoundScriber's 20 suggestions, the cartoon-illustrated brochure lists six ways to develop more effective written communications. For a copy, **Circle No. 431.**

## FILING SYSTEM

Tab Products Co., Dept. U, 995 Market St., San Francisco 3, Calif., offers an illustrated, 12-page color brochure describing its Unit Spacefinder files. Basic elements are unit boxes of laminated fiberboard and a sturdy, free-standing metal frame. Boxes




come in letter or legal size, 4" wide, and slide freely back and forth on cross rails in the frame; are attached by their steel backs. Other features include cutaway corners and side or top tabs for easy identification. For a copy, **Circle No. 195.**

## LIGHTING FIXTURES

Holophane Co., Inc., 342 Madison Ave., New York 17, N. Y., offers a three-color,

# Our Golden Rule

**"...unmeasured service to a distinguished list of customers."**

We are proud that the superior quality of our products has earned us the friendship of so many fine firms, and we take extra pride in meeting their special requirements with care and promptness.

We at Colonial will be happy to discuss *your* special requirements ... may we hear from you?

Specialists in the manufacture of spirit master units, spirit carbon, hand cleansers and fluids.

*Colonial Carbon Company* SKOKIE, ILLINOIS

Serving the wholesale trade exclusively

six-page lighting report, "The Office of the Sixties." It discusses the ten requirements which will qualify lighting units to provide satisfactory illumination for diverse office tasks; esthetic design, high light output, high coefficient of utilization, uniform lighting, comfortable lighting, effective ceiling lighting, long ballast life, high lamp efficiency, easy maintenance and economical installation. Included are layout information, graphs, charts and other technical data relating to luminaires recommended for office lighting. For a copy, **Circle No. 196.**

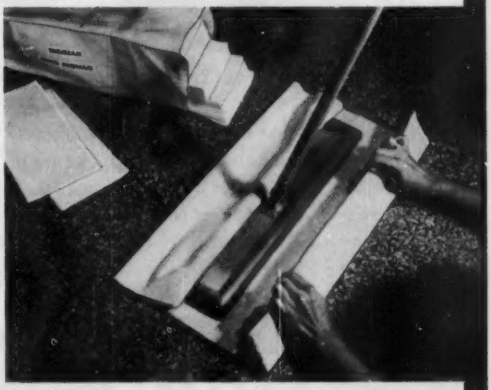
### REPRODUCTION NEWS

Andrews Paper & Chemical Co., Box 528, Great Neck, N. Y., offers copies of its Reproduction Paper News Bulletins to members of the reproduction industry. The bulletins are published four times a year, and No. 28 has just been released. New U. S. patents are described, and discussions of electrophotography, cyclonic ammonia development, heat developed diazotypes, microfilm enlargement and base paper tonnage are included. One article deals with an improved air knife to be used in coating diazotype paper which sells for less than $1000. For a copy, **Circle No. 187.**

### AUTOMATIC TYPEWRITER

American Automatic Typewriter Co., 2323 N. Pulaski Road, Chicago 39, Ill.,

offers a booklet, "Auto-Typist Hits Letter Typing Right on the Button," which shows


A WHOLE NEW WAY TO CLEAN
FLOORS, WALLS and hand-dust too
with Masslinn®
Cleaning Cloths*
and
SWEEPING TOOL
*FIRE RETARDANT & CONTAINS A GERMICIDE
Low in Cost and Easily Disposable

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CHICOPEE MILLS, INC., 47 WORTH ST., NEW YORK 13, N. Y.
For More Information Circle No. 302


←For More Information Circle No. 475

how its push-button Auto-Typist can turn out more letters than three typists and slashes dictating time. Machine can handle up to 60% of all normal routine business correspondence at a few cents per letter. It stores pre-composed, numbered business letters or paragraphs on a perforated roll which correspond with push buttons. Operator can handle a single machine or battery of four or five. For the brochure, **Circle No. 194.**

### OFFSET PAPER GUIDE

Polychrome Corp., 2 Ashburton Ave., Yonkers 2, N. Y., offers "A Reference Guide to Lithographic Papers" which covers such topics as: what is paper? papers for offset, ink in relation to paper, paper handling, and other topics. There are charts for figuring paper needs and cost for each job. For a copy of this offset paper guide, **Circle No. 433.**

### PHOTOCOPYING TECHNIQUES

Ampto, Inc., Newton, N. J., offers the first in a series of pamphlets describing special photocopying techniques. Booklet No. 1 deals with special papers, film positives, Monobath solutions and other materials, and methods, designed to help the photographer. Under the title, "New Concepts in Photocopying," the series will be devoted to off-the-beaten-path techniques and special uses for photocopying machines and the many types of negative and positive papers, films, developing and stabilizing solutions. This issue describes materials and techniques for making contact, reduced or enlarged prints on inexpensive photocopy paper, and processing them in time-saving Monobath or other solutions, in standard diffusion transfer photocopiers. Also described are Many-Copy sensitized papers, and projection transfer negative papers. For a copy, **Circle No. 181.**


CHANGE NUMBERS QUICK AS A WINK!

FORCE Quick Change

Force Quick-Change Numbering Machines permit instant changes of numbers *regardless of sequence*. They are ideal for numbering bank books, work cards, yardage tickets, drug and chemical labels, file folders, jackets, coded job tickets. Indicator figures alternately colored for easy reference. Heavy-duty model has 3/8" figures, available with up to 16 wheels. *Write for catalog.*

WM. A. FORCE & CO., Incorporated
216 Nichols Ave., Brooklyn 8, N. Y.

For More Information Circle No. 303

# New Heyer Conqueror Paper Folder...

## *lets you do two things at once!*

Don't confuse this with any folding machine you've ever seen, because this one is different . . . it runs itself! At the touch of a lever, the *new* Heyer Conqueror Paper Folder *automatically* feeds, folds, counts and stacks 110 sheets a minute and stops when the last sheet is fed.

You can leave this fine production machine unattended while it automatically folds printed pieces as they come from your duplicator or offset press!

Now you can fold letters, invoices, statements, *even multiples of 6 or 8 sheets stapled together*, quickly, effortlessly. A hand-operated model is available for shorter, occasional runs.

No question about it . . . this machine will quickly pay for itself!

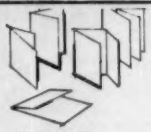
STYLED BY REINECKE & ASSOCIATES

**HEYER**

*INCORPORATED*

1821-E South Kostner Avenue
Chicago, Illinois

Send for Information About one week **FREE** trial



**Makes all standard folds . . .**

invoices, statements, advertising literature, even stapled sheets.

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## MAINTENANCE HANDBOOK

Breuer Electric Mfg. Co., 5100 N. Ravenswood Ave., Chicago 40, Ill., offers a Tornado handbook which describes 79 time and money-saving "Cures for House-

keeping Headaches" performed by the Tornado Series 400 industrial vacuum. This handbook enables you to rate the efficiency of present cleaning methods. It suggests new ideas, including drapery and floor cleaning and the cleaning of office machines. For a copy, **Circle No. 192.**

## INDEXING

G. J. Aigner Co., 426 S. Clinton St., Chicago 7, Ill., offers a 16-page booklet, "Indexing . . . vital to data processing" which describes new indexing products developed to facilitate data processing: continuous strips of index inserts which can be printed with titles on automatic printing equipment; tabulating card guides which will run through data processing equipment; control-punched indexes for continuous forms; and special guides for filing punched cards. For a copy, **Circle No. 197.**

## LEDGER PAPERS

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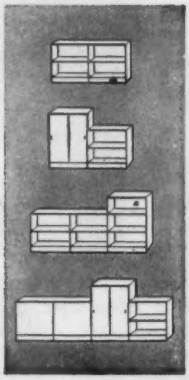

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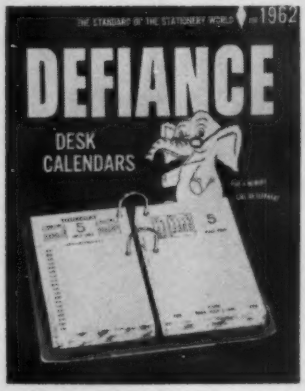
### CALENDARS

Defiance Calendar Co., 1451 Broadway, New York 36, N. Y., describes and illustrates its complete line of calendars for 1962 in a full-color catalog. Included




are pad-style calendars for executive offices and book-style calendars for general offices, wall calendars, Schedule-A-Date and Monthly-Minder planning calendars. The catalog illustrates the various styles of calendars and bases in full color, gives complete specifications and serves as a purchasing guide. For a copy, **Circle No. 188.**

### MOVABLE PARTITIONS

Haskelite Mfg. Div., Evans Products Co., Grand Rapids, Mich., offers a four-color illustrated brochure describing Exec-Units movable office partitions. It details the specifications of Exec-Units, ten basic styles of free-standing partitions which offer maximum versatility in planning office layouts. Exec-Units partitions, available in natural sliced walnut or three painted finishes, are made in standard modular sizes constructed with veneered wood panels. The modular system permits flexibility and speed in new office construction or conversion because units are designed with precision sized factory drilled panels and posts for immediate on-the-job assembly without special tools. For a copy, **Circle No. 191.**

### STRIPPING TABLES

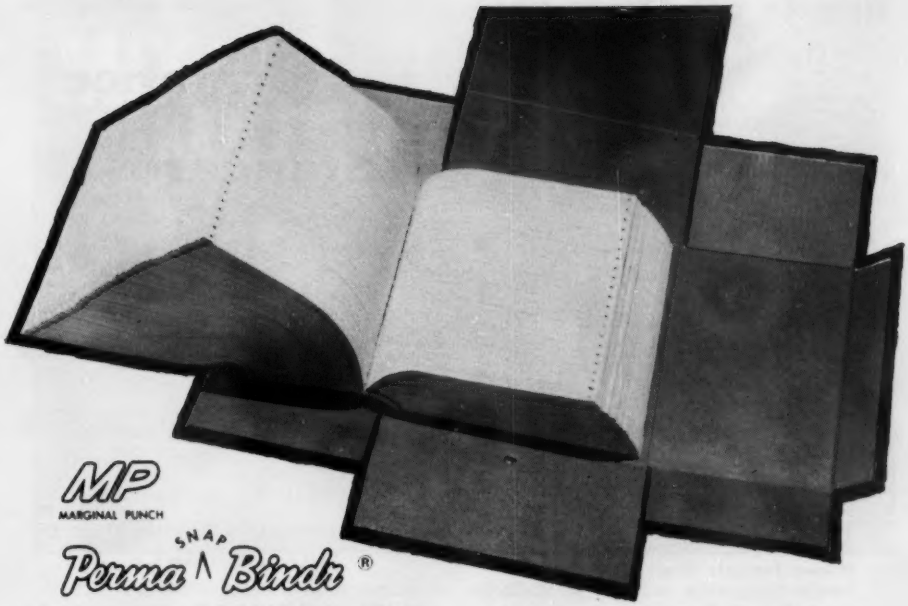
NuArc Co., 4110 W. Grand Ave., Chicago 51, Ill., offers a six-page catalog which describes its Jet line of lineup and stripping tables. Stripping tables are available in three sizes from $395, with either horizontal or vertical straight edge. Line-up tables are also available in three sizes from $595. Table sizes are 24″ x 31″, 31″ x 41″, and 43″ x 52″. Jet line now has nine tables. All tables incorporate adjustable stops around which NuArc's register and repeat feature is designed. Register and repeat saves time and guarantees accuracy when making duplicate plates, flats, press or bindery layout sheets. For Bulletin N375 O, **Circle No. 193.**

### STENCIL DUPLICATOR

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 48, Ill., makes available a four-color, six page descriptive folder for the Model 455 mimeograph. The illustrated folder emphasizes the speed of the machine, work that can be accomplished with it, and operating supplies and accessories available. For a copy, **Circle No. 432.**

### ANTI-STATICS

Merix Chemical Co., 2234 East 75th St., Chicago 49, Ill., offers its 1961 data and cost sheet on newly strengthened Merix Anti-Static No. 79 and Anti-Static No. 79-OL. Both products now come in nonbreakable, safe, lightweight plastic gallon containers, each case of four gallons saving the user 10 lbs. of shipping weight, without increasing costs. The 1961 data sheet lists scientific papers sighting Merix Anti-Statics for its permanent effects on plastics. For a copy, **Circle No. 434.**

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**Assistant to President,**
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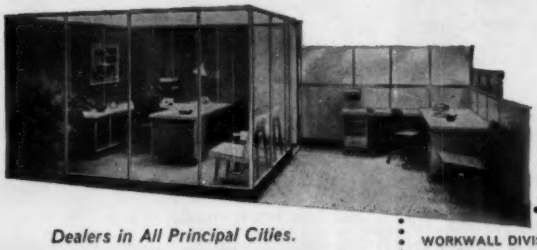

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assigned to the subordinate. The best application of communications is direct supervision. One proved way to establish and strengthen that line of communication is to set standards of performance: written statements of conditions which will exist when a job is well done.

There are two approaches to setting standards: the individual and the group. In the individual approach a subordinate sets standards with his boss; in the group approach a number of subordinates set their common standards with their boss. The process of setting standards where there is no adequate listing of job duties involves three steps:

I. Determining what are the major segments of performance.

II. Determining what is meant by each major segment.

III. Determining units of measurement for the performance of each major segment.

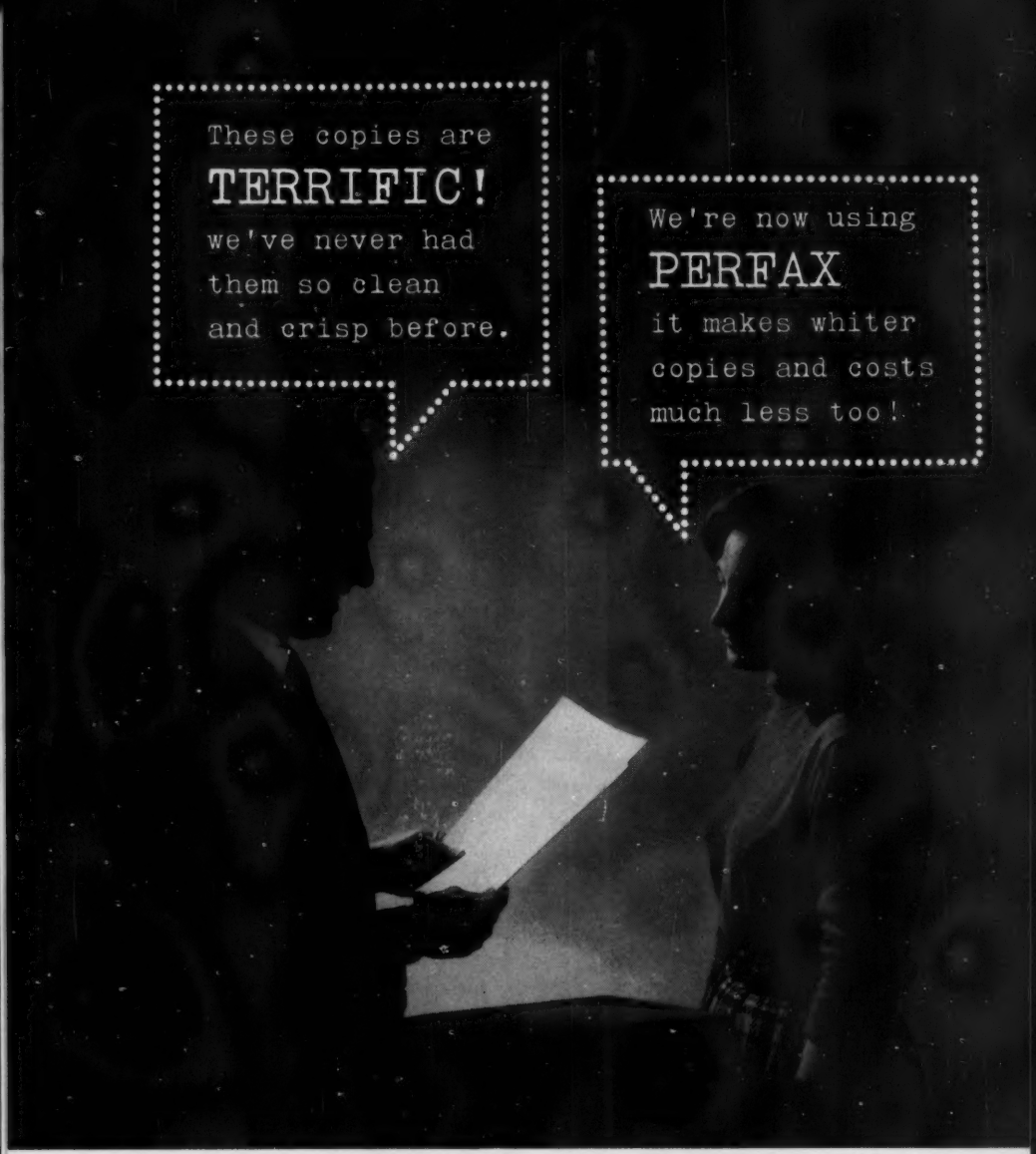
The technique for dealing with the above three activities is the same for each:

a. Write down all that is said.

b. Discuss each item written down and attain understanding.

c. Reach agreement on each item.

In following the above technique, the boss, as leader, draws from the group or the individual a preliminary list of ideas, making sure that whatever is said is listed. He should not allow discussion until a reasonably lengthy preliminary list has been made. Then the boss leads the discussion, to clarify each item and reach an understanding so that all concerned will think of the same thing when a term is used. When the group or the individual can agree with the boss that the item under discussion, and





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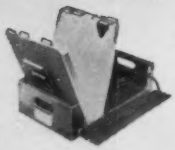
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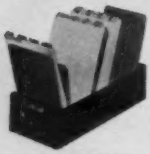
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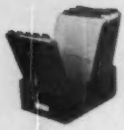
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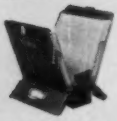
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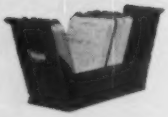
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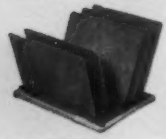
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perhaps as now changed, should be something which they either do or should do, it is placed on a new list. This technique is continued until the entire preliminary list has been exhausted. Additional items may be added to the final list as discussion of various items continues. The last two stages of the technique—discussion, and getting agreement—are the most important for here most managerial growth occurs for both boss and subordinates.

Often it is not necessary to make the clarification a separate activity. It is done only during the third step of setting standards if it becomes evident that the people involved in setting the standards still have differing ideas about the meaning of the major segment. The clarification step, then, will be done only as appropriate according to the needs of the people involved. If it does become necessary to clarify understanding, the same technique is used: writing down what the different participants say they think the major segment means to them, and then, in the process of getting agreement, discussing it until they all have agreed that the term used means the same thing to all of them.

In setting standards for each major segment as determined and agreed to, the same technique is used. In this step the boss writes down all that is volunteered by the subordinate or subordinates until a workable list of units of measurement for the performance of a particular major segment has been assembled. Then he takes each unit of measurement, one at a time, from the preliminary list and leads the discussion until an understanding of it is reached. When the group or the individual, with

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the boss, can agree that the item should either be included as a final unit of measurement, discarded, combined with some other unit of measurement, or changed to fit the understanding of the persons involved, the statement is completed.

These three steps, each using the techniques a, b and c above, illustrate the process which can effectively improve the managerial performance of all persons when handled by a boss using good meeting leadership practices.

Setting standards provides a framework in which communication between boss and subordinate can take place without the boss's getting "sticky" or "playing God." When a boss asks his subordinate in a standard-setting session, "What do you think your job is? What do you want to make of it? What do you think the standards should be in your performance?" he is opening up a legitimate channel of business communication as opposed to casual and unbusinesslike inquiries, such as, "Are you happy here?" or obtaining information by ricochet.

The so-called "natural" manager, who has been playing the management role by feel, will be in for some jolts when he sits down with a subordinate and asks basic questions about what that subordinate is doing and how well he thinks he should be doing it. A typist who participates in setting a goal of x words per minute for her own performance, for a reason understandable and acceptable to her, is a far better typist than one who has the same standard imposed upon her without explanation. The same applies to the


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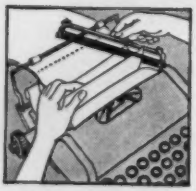

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This does not mean that a subordinate can write his own ticket in a spirit of license, rather than freedom. The average management person, when discussing with his boss how well his own job should be done, will invariably come up with units of measurement which are somewhat higher than his present performance on the job. This is good and, while it does not necessarily meet the hopes of the perfectionist who says that all standards should be the ultimate, it does satisfy a basic requirement that steady and regular improvement occur in the performance of all management people. A standard agreed to today and achieved within a short time merely needs to be raised for

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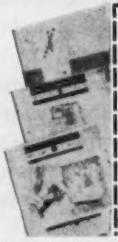

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continued growth of the individual and improvement of his performance.

Setting standards for an individual's own performance usually results in an upgrading of that performance as well as an upgrading of the boss's evaluation of it. The approach of reasonableness, as exemplified in a standard-setting framework, will bring out unexpected resources and an easing of adverse conditions, or, as a final eventuality, the removal of a person from his job for managerial incompetence.

Nearly everyone possesses curiosity to some degree; nearly everyone feels the challenges of life and work; nearly everyone not only wants to, but *must*, achieve in some way. Setting standards acknowledges and uses these drives.

What if a boss objects to setting standards with subordinates? Suppose he fears a diluting of his authority? Instead of being less in control of his office, the opposite will be true. He will know more of the actual workings under his control and therefore be more on top of situations than he could be if he did not know what was going on. Discussing a man's job with him is not a confession of the boss's ignorance of that job's workings, but rather an expression of willingness to work with his subordinates, which is really the boss's job. Information needed by a boss often is kept from him by subordinates. That situation cannot continue long when a boss has been discussing with the subordinates how much better their performance should be. How long can one maintain an attitude of sabotage when one's own opinion is asked? Certainly there are employees who may be lazy, or even dishonest in their perform-

ance. Setting standards with them is a simple means of correcting these habits, particularly if the boss is setting standards with *his* boss.

A setting-of-standards session also provides the framework for other kinds of communication between boss and subordinate:

1. Bringing to light reaction to, and understanding of, machines used.

2. Discovery of long-range objectives of the subordinate that can be used in future placement and/or training.

3. Settling rumors that reduce productivity. The employee himself has helped set a realistic standard and does not have to "race his motor" because of imagined, or real, favoritism.

4. Correction of work situations of which the boss has been unaware and which a subordinate would hesitate to mention for fear of "telling the boss his job." Setting standards forces the boss to work more closely with subordinates. He is neither asking for advice on how to do his own job nor ignoring the valuable contributions the subordinate can make toward the efficiency of that subordinate's work, but is performing normal supervision on his own part.

5. Overcoming natural resentment against "being managed." The subordinate is involved in managing himself. The boss has not surrendered his prerogatives of granting time off, scheduling of vacations and many other functions in his control over the job. What he does surrender, if he surrenders anything, is largely a parental role, real or implied. The subordinate no longer need walk in fear, enmeshed in controls only partially understood. This does not preclude a good old-fashioned "dressing

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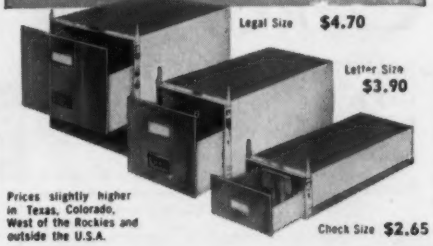


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down" if it is merited, but at least the subordinate is aware of what is expected of him before the disaster and shares in the responsibility for its having occurred. He helped set the standards.

If a boss sets standards with each of his immediate subordinates, either in a group or individually, he is in direct communication with each of them. Someone's "sticking his nose" into another's job is discouraged by this method. Even complicated underground "news" networks collapse when the boss is in direct contact, through setting standards of performance, with his immediate subordinates. They, in turn, are in direct contact with theirs.

The procedures outlined above can be utilized to great advantage in any organization which does not have a successful plan for measuring the performance of its managerial personnel. It requires only that each manager be willing to undertake an essential part of his job—that of *managing*.

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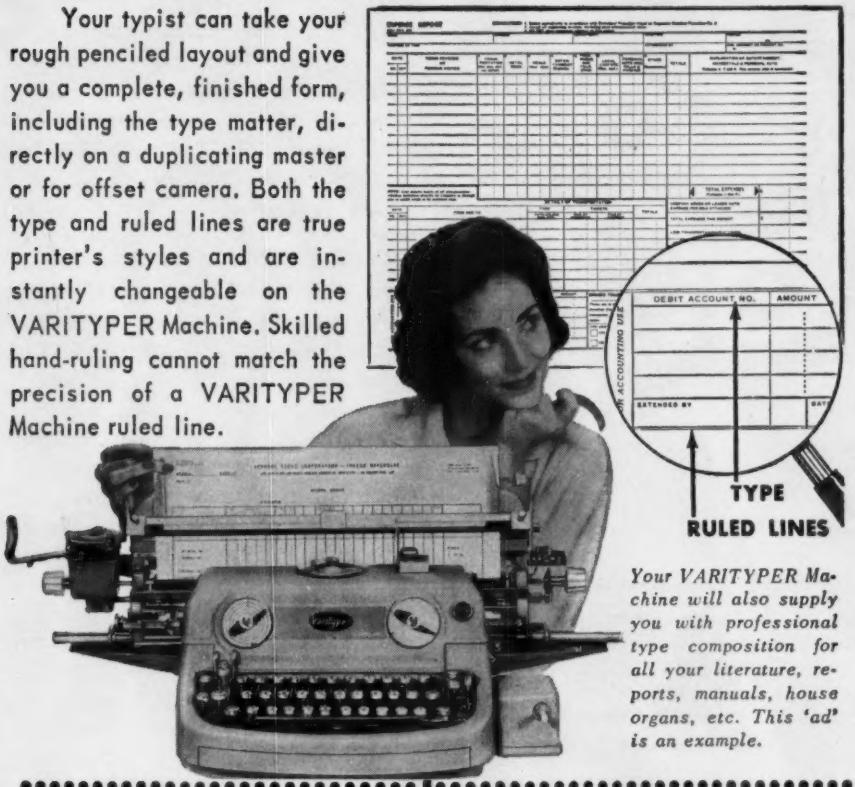


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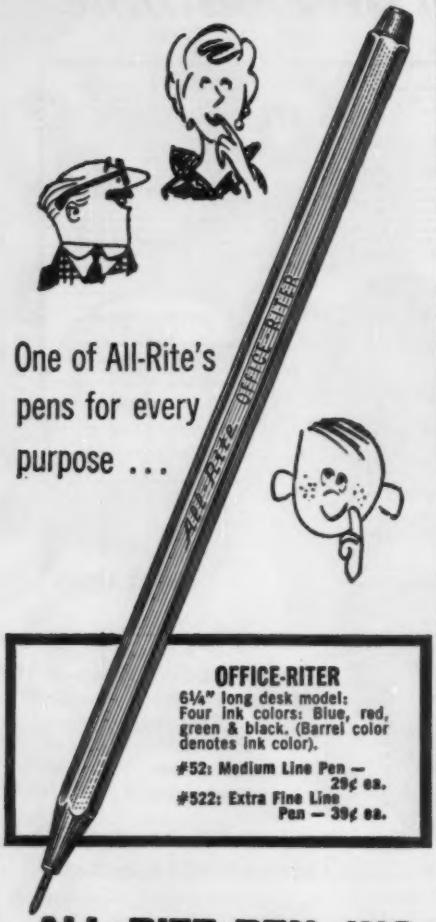


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## Employer-Employee

*(Continued from page 93)*

time of alleged injury. Your employer is not liable for injuries sustained by an independent contractor of his employees.

The basis for recovery by the employee, for injuries sustained while acting within the scope of his employment, is the negligence of the employer. In brief, the tort law places certain duties upon employer toward his employees, and failure to properly perform these duties amounts to negligence. If it should result in injury to the employee, the employer becomes liable.

What degree of care is required of an employer in performing his duties toward employees? The courts hold that the degree of care exacted by an employer is that of ordinary or reasonable care under the circumstances. The law requires the employer to furnish employees a reasonably safe place to work. The law requires the employer to furnish employees with reasonably safe tools, equipment and machines. The degree of care required is ordinary or reasonable care under the circumstances.

In determining whether the proper degree of care has been used, the courts take into consideration such matters as the maturity, experience and intelligence of employees. This does not mean that an employer is required to furnish employees with the most expensive or up-to-date equipment and machines. All the law requires is that he furnish reasonably safe equipment and machines, taking into consideration the use to

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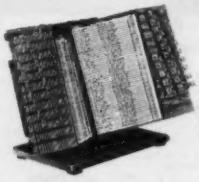

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which they are put. The employer is not liable for defects in office equipment or machines used if he has no knowledge of such defects and if his lack of knowledge is not due to the fact that he was derelict in his duty toward employees.

The employer is also required to provide competent fellow-workers and prescribe adequate rules and regulations that will best secure the safety of employees. It is his duty to instruct and warn employees (possibly through supervisors) of any defects or dangers of which he has knowledge or ought, in the exercise of reasonable care, to know, and of which his employees have no knowledge.

The employer must furnish a sufficient number of fellow-workers to perform the job to be done. To be sufficient, the number of employees must be enough to do the job with safety. Your employer is further required to use reasonable care in selecting and employing such fellow-workers. If the employer should be negligent in these respects and an employee is injured by an inexperienced, incapable or reckless employee, the employer may be liable.

If an employee is injured while acting within the scope and course of his employment and his employer refuses to pay him damages, the only recourse the employee has is to file suit in a court of law for money damages. To recover a judgment for damages, employee must prove that his injuries were the direct and proximate result of the negligence of his employer. He must prove that the employer breached one or more of the duties which he


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owed him, and this is often a difficult thing to do.

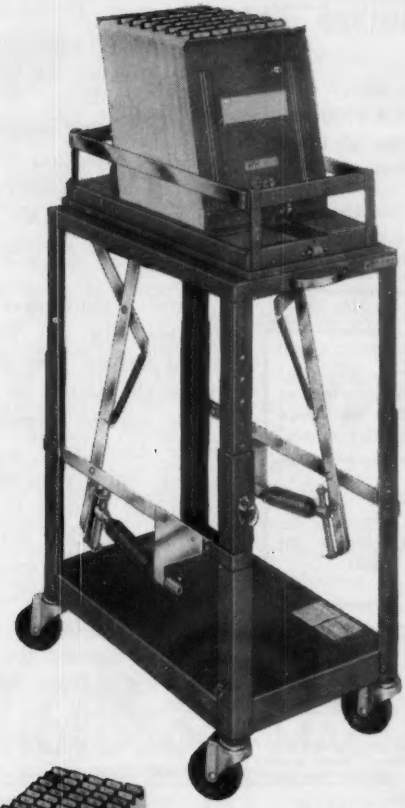
The employer has three special defenses which he may use against the employee, if they exist in a given case:

1. Under the doctrine of assumption-of-risk, the employee accepts all the ordinary risks of the job or employment and the employer is not liable for injuries from such risks assumed by the employee.

2. Under the fellow-servant (employee) rule the employer is not liable to the injured employee if the injury was due to the negligence of a fellow-servant and not due to the negligence of the employer. An exception to the rule is that employer may be liable if he were negligent in employing the negligent fellow-servant.

3. Even though an employee may show that his injury resulted from some neglect of duty on part of his employer, if employer can show that employee's injury was also due to employee's own negligence, employee cannot recover damages. For example, an employee may be guilty of contributory negligence if he continues to work or use a defective piece of equipment or machine after he has notified employer of its defect, and employer has promised to repair same but, for an unreasonable time, failed to do so.

Employer is liable for injuries to third persons or property, resulting from the wrongful or tortious acts of his employee, done within the scope of the employment. It is the employer, not the third party, who employed the negligent or incompetent employee. It is the employer, not the innocent third party, who expects to profit from such



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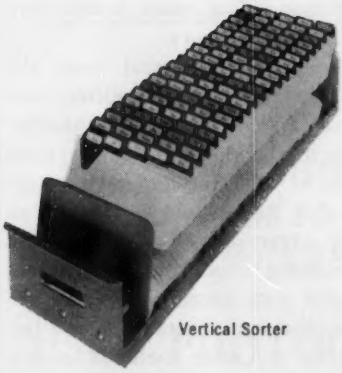

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employment. Furthermore, employee is under control and direction of the employer and not the third person. Even though employee, in committing the tortious act that injured a third person, did so in violation of positive instructions of his employer, if the act was committed within the scope of his employment the employer may be held liable.

Third persons may be liable to the employee for any tortious acts committed against him while he is acting within the scope of his employment. Under certain circumstances, an employer may have a cause of action against third persons for their torts committed against the employee. For example, if the wrongful act committed against an employee resulted in loss of services of that employee to his employer, the latter would have a cause of action against the tortfeasor. This might result from assault and battery upon employee, his injury in an auto accident or in some type of public transportation, if a third party were the cause of the injury.

It is considered wrongful under the law for one employer to willfully and maliciously entice employees of another employer to abandon their employment and come to work for him. An exception to this rule would be where an employer advertises for office help and knows nothing about the employment relationship with another employer.

An employment contract may be terminated by the same methods as any other contract: by expiration of the term or period provided for in the contract; by accomplishment of the objective set out in the contract; by mutual

agreement of both parties; by death or insanity of either party; and by bankruptcy of the employer.

An employee may not legally abandon his employment contract without just cause. If he should do so he may subject himself to a suit for damages for breach of contract. If abandonment were legally justified, such justification would constitute a valid defense. As a general rule any material breach of the employment contract by an employer will constitute justification for abandonment of the contract by the employee. Here are examples of justification for abandonment: refusal or failure of employer to pay employee the compensation agreed upon; the requirement to perform services not contracted for; and, the requirement to perform at a different place than contracted for.

If an employment is terminable at will, employer may discharge employee at any time, without cause, and without being subject to damages. Justifiable grounds for discharge are material breach of employment contract; disloyalty of employee; incompetence, negligence in discharge of duties; insubordination; and illness for an unreasonable length of time.

The American free-enterprise system has the power to solve today's problems concerning the employer-employee relationship. You are faced with the task of coordinating the work in your office and getting cooperation from your employees. This requires managerial leadership on your part, along with a working knowledge of the legal relationship of your employer and his employees.


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# News of the Office

## 2000 at Microfilm Convention

Carl E. Nelson

The 10th Annual Convention of the National Microfilm Assn. in Chicago last month attracted more than 2000 attendance and kept the 30 exhibitors continuously busy. "Systems and Standards" key-noted the discussions. Carl E. Nelson of Bell Telephone Laboratories, New York, was elected 1961-62 president. The 1962 convention is scheduled for Washington, D. C., April 25-27.

## IASA to Meet in Los Angeles

The 39th International Conference of Insurance Accounting & Statistical Assn. will be held May 14-17 at the Hotel Biltmore, Los Angeles. Meetings will be divided into program groups as follows: life, fraternal, group, accident and health, debit insurance, fire and casualty, and electronics. The local chapter officers breakfast and annual banquet will be held May 15 and the past presidents dinner, May 16.

## Western Computer Conference

The 1961 Western Joint Computer Conference will be held May 9-11 at the Ambassador Hotel, Los Angeles. Theme of the conference is "Extending Man's Intellect." Sponsored by the Institute of Radio Engineers, Assn. for Computing Machinery and American Institute of Electrical Engineers, chief speaker will be Thomas J. Watson Jr., president, IBM. Nearly 60 manufacturers will exhibit during the three days. Field trips are planned to the Space Technology Laboratories, System Development Corp. and Ampex Computer Products Co.

## SS Reports on Tape

Almost 30 large companies ship a reel of magnetic tape to social security headquarters every three months, in place of typewritten reports of employees' earnings that often ran to more than 1000 pages per employer. The government saves $50,000 a year on each million wage items the Social Security Administration receives on tape. After the Social Security Administration processes the report, tape is returned to employer with a printed or microfilmed copy of report. If additional information is included on tape (for example, employee badge numbers) it will appear on the printed or microfilm list that is returned within 30 days. All or only a portion of a quarterly report may be on tape. Reports for all units of a firm need not be prepared on the same equipment or in the same format. For more information, write J. L. Fay, Div. of Accounting Operations, Social Security Administration, Baltimore 35.

## Brussels Management Center

The first management center in Europe will open in Brussels Sept. 1, according to Frederic E. Pamp Jr., president, International Management Assn., foreign arm of American Management Assn. The European center follows the successful operation of IMA's Management Center do Brasil, opened in Sao Paulo last July. The Brussels center, at 62 rue Royale, will provide fully equipped training rooms for 80-100 executives in simultaneous meet-

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ings. Booths, microphone and amplifier equipment will allow simultaneous translation of sessions in English, French, German and Italian. General manager of the center is Milton L. Rusk, for the past two years manager of AMA's International Management Div.

## Army Weapons to Go Metric

The U. S. Army will switch from the yard to the meter in making linear measurements for its weapons and related equipment to direct and coordinate fire by Jan. 1, 1966. The action is aimed at furthering standardization with allies in NATO, most of whom use the metric system. An exception to the ruling will be made for equipment used only in our Continental Air Defense System.

## Future Library on Tape

A national research library which scholars would consult by an automatic long distance dial system is envisioned for 2000 A. D. Prof. John G. Kemeny, chairman of the mathematics department, Dartmouth College, made this proposal in a talk at the centennial lecture series, "Management and the Computer of the Future," sponsored by Massachusetts Institute of Technology's School of Industrial Management. Prof. Kemeny said that the library system could be put together in 20 years for less than $1 billion. The central library would start with the equivalent of ten million volumes and expand to 30 times that number in the next century. Material would be stored on tape, one book page occupying 1 sq. mm. or more than 654 pages to an inch. Scholars would dial, instead of consulting a card catalog, and the desired taped information, via cable, would be displayed, and recorded on equipment in their own institutions in a matter of minutes.

## Peak LOMA Membership

Life Office Management Assn. membership is now at its highest peak with 396 member companies, Roy A. MacDonald, managing director, reports.

## Eastern Computer Conference

Selection of officials and committee chairmen to stage the 1961 Eastern Joint Computer Conference in Washington, D. C., Dec. 12-14 was announced by Dr. Jack Moshman, C-E-I-R, Inc., Arlington, Va., chairman of the conference committee. Bruce G. Oldfield, IBM Federal Systems Div., will be chairman of the program committee; vice chairman is William L. Witzel, C-E-I-R, Inc.; Herbert R. Koller, U. S. Patent Office, will be secretary. Mr. Oldfield issued a call for papers for the conference which will have as its theme, "Computers—Key to Total Systems Control." Deadline for submission of abstracts and summaries is June 20.

## Service Centers Organize

Roger B. Gregory was elected president of Associated Data Centers, Inc., an organization of independent data service companies with headquarters at 75 West St., New York 6. Members include Electronic Data Processing Corp., Philadelphia; Punched Card Services, Inc., New York; Tabulating Service Co., Baltimore; Melt & Ness, Buffalo; Data Processing Services, Richmond, Va.; American Tabulating Co., Englewood Cliffs, N. J.; Data Computing Service, Easton, Pa.; Machine Accounting, Inc., Lansford, Pa. Service companies in Pittsburgh, Chicago, Los Angeles and San Francisco have applied for membership and other firms desiring affiliation may contact ADC's secretary, Melvin Forman, at above address. **For More Information Circle No. 110.**

## Air Force Check System

The U. S. Air Force has adopted electronic character recognition as a key element in its automated accounting procedures. In conjunction with the formal dedication of a new RCA 501 computer at the Air Force Accounting & Finance Center, Denver, a Farrington Optical Scanner was installed to aid processing of 700,000 dependent allotment checks a month. The scanner is teamed with the

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computer and other equipment to speed issuing the checks and maintaining records.

### Middle Management Course

The 1961-62 program at Northeastern University's Center for Management Development will begin Oct. 8 at Andover, Mass. A limited number of executives will be accepted between now and Sept. 1 for the cooperative plan that offers middle management personnel an initial two full weeks in class, then alternating one week in class and three weeks on their jobs, for six months. Details from Bernard P. Goldsmith, Northeastern University, 360 Huntington St., Boston 15.

### Doctors Protest Paperwork

Italy's 80,000 doctors joined the country's lawyers in a 24-hour strike to protest a government ruling requiring them to file details of each case for tax purposes, rather than the present overall estimate. They claim that it would require too much paperwork. Both doctors and lawyers claim the bill also would violate their codes of secrecy.

### Curry Is SAM President

Robert B. Curry, vice president and controller, Southern Railway System, Washington, D. C., has been elected national president of the Society for Advancement of Management, a professional organization pioneering new ideas and techniques in scientific management. Mr. Curry has written numerous articles on business and research administration and applications of electronic computers.

### 421 at NABAC Summer School

Enrollment in the NABAC School for Bank Auditors will be up 17% when the ninth annual session opens at the University of Wisconsin in Madison this summer, Edward F. Lyle, senior vice president and controller, City National Bank & Trust Co., Kansas City, Mo., announced. Total enrollment for the two weeks, July 30-Aug. 12, is 421.


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For More Information Circle No. 395

# A Form That Halves Order Processing Time

**W. S. MASHBURN, President,**
**Coronado Mfg. Co.,**
**Long Beach, Calif.**

IMPROVED FORMS DESIGN has cut order processing time 50% and simplified shipping procedures at Coronado Mfg. Co., Long Beach, Calif.

Founded in 1943, we produce a varied line of merchandise. We manufacture 150 styles of lamp bases as well as plated and unfinished metal reflectors for lighting fixture manufacturers. Three years ago, we diversified our business by adding a line of automobile accessories: 25 different truck mirror kits,

**Cards are keypunched with order data.**

five directional truck signal sets, and an evaporative-type cooler for automobiles. Our line of side rear-view mirrors has been well received because of its swingaway feature.

The popularity of our automotive line boosted our volume of business rapidly. It has also boosted the volume of order processing. One thing we have learned about the automotive parts industry: speed and efficiency are essential to customer service. If the customer is not serviced with dispatch, he will take his business elsewhere.

Until recently, all orders we received were processed in like manner. For each order, our typists manually prepared two sets of documents: a customer order and a bill of lading. This meant two separate writings which took time and doubled the chance for error. Even so, the method was adequate for our needs until 1959 when our business volume jumped 25%. The paperwork increased by some 200% because of a growth in low volume orders.

We had already explored the possibilities of streamlining our paperwork with representatives of Uarco Inc. Remington Rand personnel also helped out. They had recently installed our data processing section for accounting applications, so their equipment was used to handle a marginally-punched form de-


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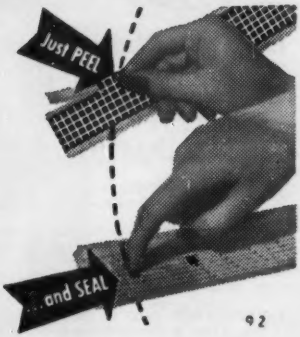
Made of super-thin Mylar® . . . feeds freely, won't jam equipment. Highly visible opaque red color easy to spot. Fast to apply. Low in cost. Order red and transparent seals from stock; silver on special order. Send for free sample.

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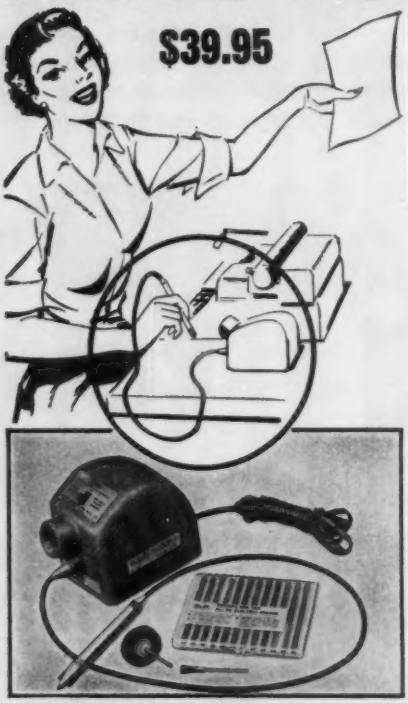

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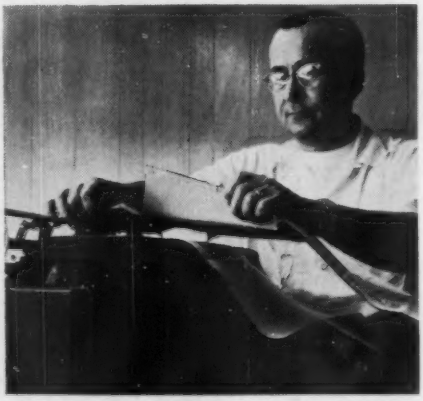
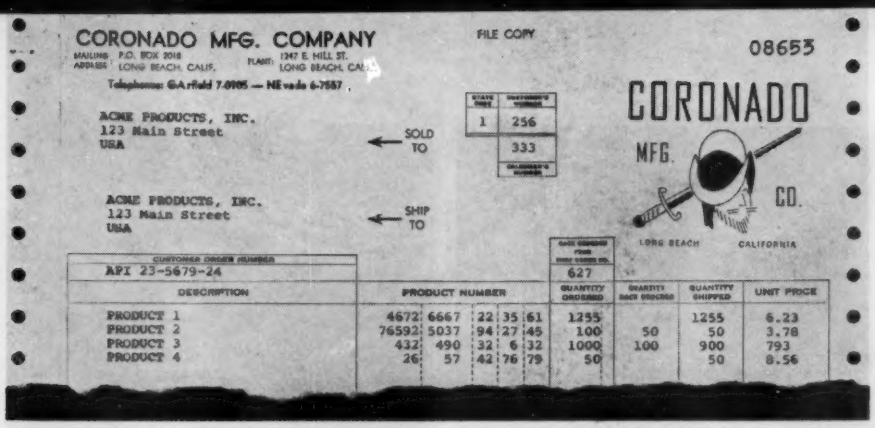
**1971 N. Cornell, Melrose Park, Ill.**
For More Information Circle No. 376

**Tabulator prints the eight-part form.**

signed so that two totally different documents are written in one operation. The first four parts comprise the regular order form, with full descriptive billing and pricing information. The second four parts are the bill of lading with commodity and shipping information. Use of double carbons allows the customer order to be prepared in its entirety (with the exception of quantity shipped and back-order information). At the same time only customer identi-



**Form is removed from tabulator.**



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Telephone: GArfield 7-0105 — NEvada 6-7557

FILE COPY

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CORONADO MFG. CO. LONG BEACH CALIFORNIA

| STATE TAX | CUSTOMER'S NUMBER |
|---|---|
| 1 | 256 |
| | 333 |

ACME PRODUCTS, INC.
123 Main Street
USA

← SOLD TO

ACME PRODUCTS, INC.
123 Main Street
USA

← SHIP TO

CUSTOMER ORDER NUMBER: API 23-5679-24

CASE CONTROL FILE SHIPPING NO.: 627

| DESCRIPTION | PRODUCT NUMBER | QUANTITY ORDERED | QUANTITY BACK ORDERED | QUANTITY SHIPPED | UNIT PRICE |
|---|---|---|---|---|---|
| PRODUCT 1 | 4672 6667 22 35 61 | 1255 | | 1255 | 6.23 |
| PRODUCT 2 | 76592 5037 94 27 45 | 100 | 50 | 50 | 3.78 |
| PRODUCT 3 | 432 490 32 6 32 | 1000 | 100 | 900 | 793 |
| PRODUCT 4 | 26 57 42 76 79 | 50 | | 50 | 8.56 |

**Part one of the eight-part continuous order and bill of lading form.**

fication is transferred to the bill of lading through the use of clear area carbons under the full carbons in the bill of lading section of the form. The clear tissue prevents all but the customer address and number block from carbonizing through. After the clear area carbons have been removed, the shipping department can write commodity and shipping information on the bill of lading sections, and the full carbons remaining carry information to all copies.

Use of this form has cut in half the time necessary to process customer orders and reduced the possibility of making mistakes such as clerical errors. In


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For More Information Circle No. 378

**Master file and production control copies are detached.**

**Separated forms are filed for proper distribution, rest go to shipping department.**

addition, the bill of lading form has five basic types of commodity information already entered in the package description spaces. Since the customer address has already been printed on the bill of lading at the time the order was printed, all that shipping personnel have to enter on the form are the number of packages and their weight.

Here's how we use this form. When an order is received in our office, the source information is entered on punched cards which are then fed into a tabulator that prints the information

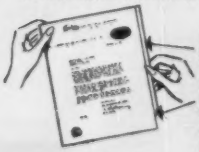

# Secretaries never die...

*"Over Sixty Years of Good Impressions"*

They just stay young indefinitely*—that is, if they use Kee Lox Grip-N-Pull carbon paper. Ask any girl who is already using it (and note how fresh and vivacious she looks—even at quitting time). She'll tell you what nice copies she gets, how clean they are. And she'll be equally enthusiastic over Grip-N-Pull's other features—automatic warning of last typing lines, automatic rotation, automatic alignment.

You too can stay young indefinitely* by letting Grip-N-Pull carbon paper make your work easier and pleasanter. And your boss will be interested in knowing that Grip-N-Pull, with all its advantages and long wear, still costs no more than regular carbon paper which does not have the exclusive patented features of Grip-N-Pull.

**The only exaggeration (one we hope will cause a smile) in this message.*



All carbons are removed quickly in one clean operation, using uncoated edge. Clean hands, clean work, clean desk.

Lower right of uncoated edge is die cut to tell how much space is left at bottom of sheet.

FREE samples when requested on company letterhead.

KEE LOX MANUFACTURING CO.
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CARBON PAPERS AND INKED RIBBONS

*Sold through KEE-LOX branches and selected independent stationers*

For More Information Circle No. 396

**Packing list is attached to carton.**

on the eight-part order and bill of lading. Copies one and two are detached by removing them from the left stub which joins the form together. The first part becomes the master file copy, the second goes to the production control department. The balance of the set is sent to the shipping department.

The shipping clerk removes copies three and four, again detaching them from the left stub. From information contained on the third part, he obtains the ordered merchandise from the warehouse and assembles it on the dock. If he is unable to fill the order completely from stock, he notes the quantities he

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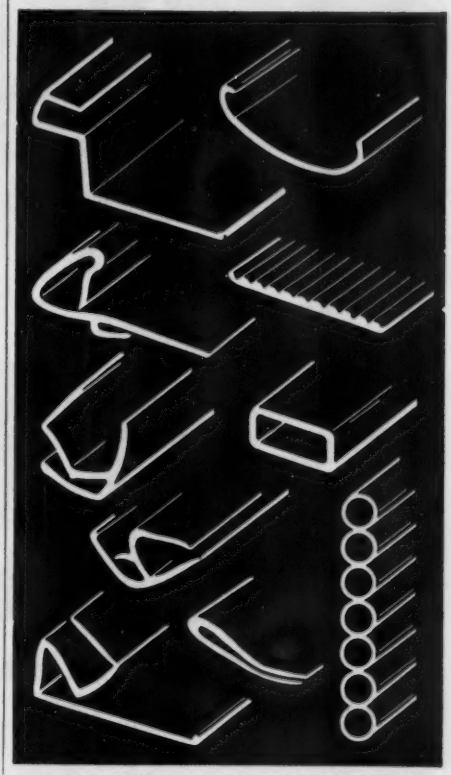

***Consult with us on your requirements.***

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Send for FREE "Manual of Record Storage Practice" telling you how long to retain or destroy business records PLUS our complete catalog of Special Record Storage Filing Equipment.

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Dept. OF-5

Please send, without obligation, my FREE manual of Record Storage Practice PLUS new, complete product catalog.

Your Name_____
(Please Print Plainly)

Company_____
(Please Print Plainly

Address_____

Postoffice_____ State_____

For More Information Circle No. 370


is able to ship on the form and any back-orders. The merchandise is put in cartons for shipment.

Part four is the packing list which the shipping clerk puts in an envelope and attaches it to the outside of the carton. The remaining four parts are bills of lading. Carbon interleaving has reproduced on them just the "consigned-to" address and the purchase order number from the original customer order. With the clear area carbons removed and the full carbons remaining, shipping personnel can enter, on all copies, the little additional information required.

The left margin of the bill of lading copies are stripped and parts five, six, seven and eight are separated from the carbon and distributed. When the ordered merchandise leaves the ware-


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80 Duryee Street
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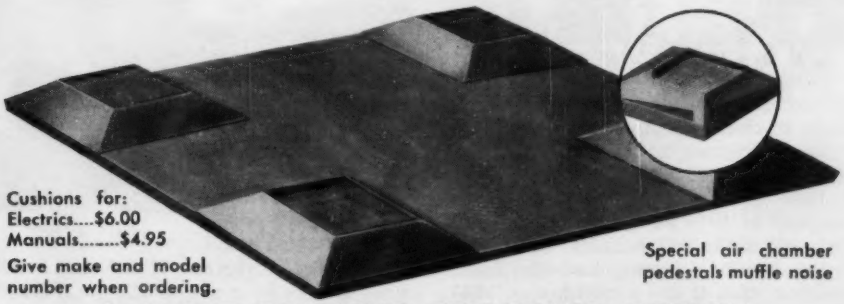
For More Information Circle No. 371

house, shipping clerk returns his copy to production control where it is matched against the copy there. The merchandise actually sent is priced by production control and one copy returned to the tabulating department where the original deck of cards is pulled from the file and keypunched with additional information to show quantities shipped and unit price.

The cards are then put through a calculator which multiplies the quantity by the unit price and punches the extension into them. They are now used to prepare a seven-part continuous invoice on the tabulator.

We calculate that only one or two people are now needed to handle work it would take five people to prepare using our previous system. Although we have increased the volume of paperwork handled in the company by over 200%, we have not had to add any new personnel.

**Bills of lading are separated.**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For More Information Circle No. 380

# News of the Industry

## A. B. Dick Top Officers

A. B. Dick Co., Chicago, announced election of A. B. Dick III as chairman of the board and Karl R. Van Tassel as president. Mr. Dick, grandson of the

A. B. Dick III

K. R. Van Tassel

founder and president since 1947, continues as chief executive officer. The position of chairman of the board had been vacant since the death in 1954 of Albert B. Dick Jr. Mr. Van Tassel joined the company in 1956 as executive vice president. He is the first president not related to the founding family, and the fourth president since it was established in 1884. The company created the mimeograph process 77 years ago and has pioneered in its development. After World War II, it successfully entered other duplicating fields and today manufactures and sells all major duplicating processes.

## Pitney-Bowes Buys Adrema-Werke

Pitney-Bowes, Inc., Stamford, Conn., has acquired from Underwood Corp. its wholly-owned West German subsidiary, Adrema-Werke, GmbH., a leading manufacturer of addressing machines and systems equipment doing an annual volume of about $5 million, with plants in West Berlin and Frankfurt. The company has about 1,200 employees, and markets its equipment in most industrialized countries of the world, except the U.S. and Canada. Adrema makes 12 models of addressing and allied business systems equipment, including a complete letter printer-addresser. Pitney-Bowes expects to introduce Adrema's equipment in the U.S. and Canada.

## GF Officers and Directors

General Fireproofing Co. directors elected Edward A. Purnell chairman of the board to succeed Walter Bender, who is retiring. Mr. Bender remains on the board of directors. Alfred J. Ball was elected president and chief executive officer to succeed Mr. Purnell. All other officers were re-elected. Mr. Purnell started with the company in 1913. He became vice president in charge of sales in 1936, was made first vice president in 1953, and has been president since 1955. Mr. Ball has been with GF since 1915. Elected vice president in charge of sales in 1953, he has been first vice president since 1955.

Alfred J. Ball

## H-O-N Acquires Luxco

C. M. Stanley, president, H-O-N Co., announced it has acquired all stock of Luxco, Inc., La Crosse, Wis. The Luxco

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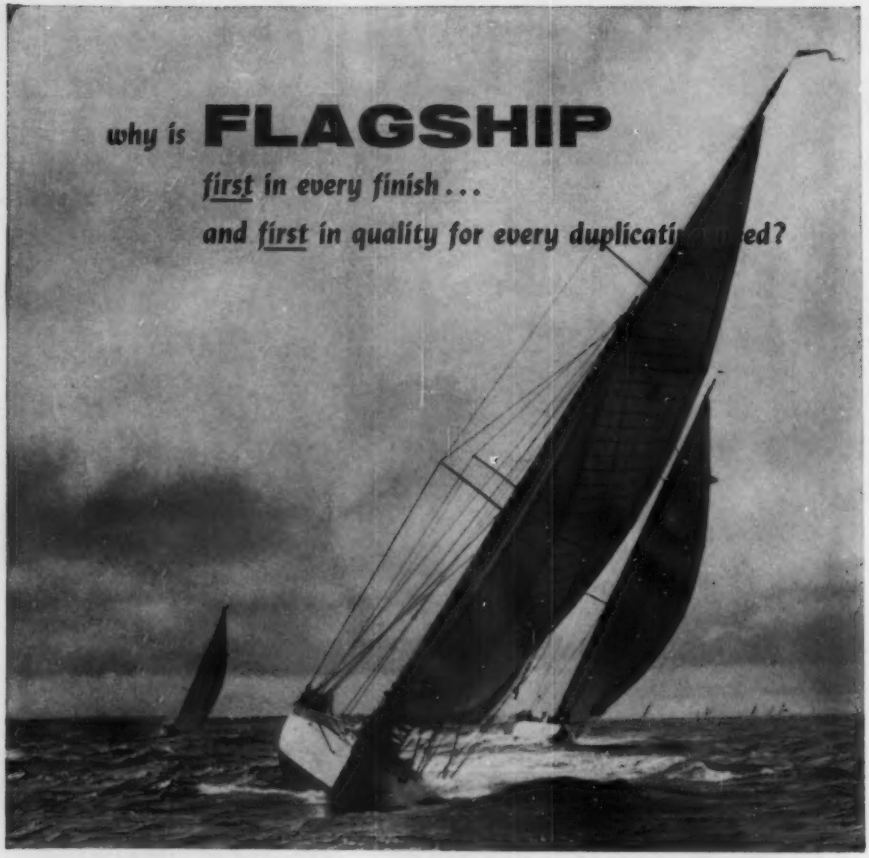


The FLAGSHIP Line of metallic back carbon papers has earned its number one rating by superior performance. When you offer FLAGSHIP your customers get longer wear, cleaner copies without feed-roll streaks, and the non-slip and ease of handling features that only FLAGSHIP provides—all at no extra cost! Ask the dealer who has a FLAGSHIP franchise and he'll tell you that with FLAGSHIP you'll sell more carbon easier than you ever have. And repeat orders go to you because your franchise is protected.

But FLAGSHIP is only a part of a broad line of fine Allied products—for every duplicating need from orange diazo carbons, a complete line of spirit products, to fluid-eradicable ribbons.

The franchise may be open now in your vicinity.

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Western Office and Warehouse: 3425 So. Main, Los Angeles 7, Calif.

For More Information Circle No. 242

**Ace Fastener Corp. moves into this fireproof one-story, 50,000 sq. ft. building at 4100 Victoria Ave., Chicago, June 1. Metal parts for Ace stapling equipment will be produced here. The five-acre site provides 161,000 sq. ft. for future expansion. Ace was acquired by Swingline, Inc., in 1957. Swingline also owns 57.8% of Wilson Jones Co., Chicago, manufacturer of looseleaf forms and record keeping equipment.**

product line consists of office chairs, machine stands, stools and personal files. Employment is approximately 40. Operation of the company will continue in La Crosse with the present Luxco management. Robert Luxford will be vice president in charge of operations.

## LeFebure Adds New Company

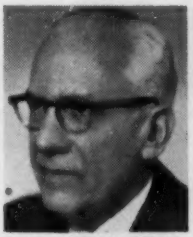
LeFebure Corp., Cedar Rapids, Iowa, announced its purchase of American Bank Equipment Co., Toledo. K. W. Watts, LeFebure president, stated the acquired firm has been renamed American Bank-vault Equipment Corp. and will operate as an independent company. Wallace A. Smith, founder and president of American Bank Equipment, remains with the firm as general manager. The first addition to the firm's management group is John Weil, with 14 years' experience in the safe and vault business at Herring-Hall-Marvin Safe Co. American will continue to sell its present product line through existing dealer organization. A similar line of equipment will be produced for marketing through LeFebure's nationwide sales organization. A second plant of 172,000 sq. ft. was recently added to LeFebure's Cedar Rapids facilities. LeFebure Corp. is a subsidiary of Craig Systems, Inc., Lawrence, Mass.

## National Approval for Postalia

Tele-Norm Corp., New York, announced it has received U. S. Post Office Dept. authorization for nationwide leasing of its Postalia postage meter. After a year of testing by the Post Office, Postalia was initially approved last fall for leasing in the New York metropolitan area only. Government extension of geographical marketing was predicated on Tele-Norm's demonstrated ability to meet all service and maintenance requirements. Fred Marcus, Tele-Norm president, said that the company's immediate plans are to sort inquiries for dealerships received over the past few months, and establish sales and service offices in every key city by June. The Postalia can be used without a mailing machine attachment and will lease at $8.50 monthly regardless of how much postage is used.

## Traveletter President

Shaubut C. Walz retired as president of Traveletter Corp., Greenwich, Conn., and was elected chairman of the board. He is



**Shaubut C. Walz**

**Stanley A. Walz**

the youngest son of Edgar A. Walz who founded the firm in 1894, and has been active in the business for 40 years. Stanley A. Walz, who will succeed him as president, has been associated with the corporation since 1938.

## Victor Sixth Sales Region

Establishment of a sixth sales region and appointment of T. L. Fox as its head was announced by A. F. Bakewell,

**Under construction in Webster, N. Y., a Rochester suburb, this 315,000 sq. ft. building for Haloid Xerox Inc. is the largest single construction project undertaken by the firm and its fifth new plant in five years. Approximately 600 will be employed to produce copying machines, offset master equipment and automatic printers. Building has a 280-seat cafeteria, two-stories of offices, and first aid station.**

vice president and general sales manager, Victor Adding Machine Co. W. H. Bell was named vice president, Victor Adding Machine Co. (Canada), Ltd. Prior to his appointment, Mr. Fox headed the Victor Canadian operation since 1954. Mr. Bell was vice president in charge of marketing for Royal Typewriter Co., Ltd. prior to his Victor appointment.

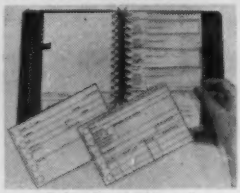
## GBC Collator Sales Manager

Burton M. Smith has been named sales manager of the new Collator Div., General Binding Corp., Northbrook, Ill., according to William N. Lane, president. Mr. Smith was eastern regional sales manager of Thomas Collators, Inc. from 1953 to 1955 and later became general sales manager of Collamatic Corp., Wayne, N. J., which became a division of General Binding in 1960.

## Thomas Lenz Is Codo President

At a board of directors meeting of Codo Mfg. Corp., Thomas W. Lenz was elected president to succeed Wilbur W. Lenz, who


**INCREASE DATA KEEPING EFFICIENCY WITH VISI-REF BOOK SETS**



Sales Prospects and Follow-Up Book Sets

Here is the easy, modern way to keep prospect names, addresses, investment records, appointments, business cards and many other records that need to be indexed, easy to reach and read. Recordplate's VISI-REF book sets are loose leaf and designed to provide better organization, time-saving and more efficient handling of data.

14 different book sets are available in various sizes, rulings and indexing, at a price that you can afford. *Write for catalog and name of nearest dealer.*

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For More Information Circle No. 310

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For More Information Circle No. 311

became chairman of the board. Thomas Lenz started with the company in 1948. Wilbur Lenz will remain active and intends to devote most of his time to special duties.

### Bauer Goes to Bendix

Fred W. Bauer was appointed market analysis manager for Bendix Computer Div., Bendix Corp., according to O. P. Staderman, director of marketing. Prior to joining Bendix, Mr. Bauer was senior product planning analyst for ElectroData Div., Burroughs Corp., since 1958. He was associated with IBM for five years before joining ElectroData in 1956.

### Remington Rand Post

J. J. Ingraham

Joseph J. Ingraham was named general sales manager for Remington Rand Systems, according to Robert E. Patterson, director of marketing sales. Mr. Ingraham has been southern regional sales manager in the Atlanta office since 1958. Joining the company in 1929, he served in several California offices of the company and was New Orleans branch manager in 1949-50. He will be stationed in the New York home office.

### Elliott Division Manager

Appointment of Joseph H. Laurinec as manager-custom machines for Elliott Industries, Inc., Cambridge, Mass., was recently announced by Donald W. Laviana, vice president-engineering. Mr. Laurinec was formerly with Electro Mechanical Research, Inc., Princeton, N. J. As division manager he will be responsible for design, development and production of custom machines.

### Apeco Vice President

Francis D. DeMaio was named vice president in charge of international operations for American Photocopy Equipment

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For More Information Circle No. 384

**Shown here are six of the 14 stencil duplicators available in the Tempo Imperial and Tempo Geha models from the Milo Harding Co., exclusive U. S. distributor. Tempo stencil duplication experts gathered recently from all parts of the U. S. for the Tempo national sales conference in Monterey Park, Calif.**

Co. Mr. DeMaio formerly was a vice president of Apeco and general manager of Apeco of Canada, Ltd. In his new position he will be at the company's Evanston, Ill., headquarters and have responsibility for all international operations.

## Fiberstok Appointments

As part of an expansion program, Edward L. Howard, president, National Fiberstok Corp., announced appointments of George W. Hindle as vice president and U. S. Gabriel to the newly created position of general manager, West Coast Div. Mr. Hindle, who joined the firm in 1959, will be responsible for sales activities in the east and midwest, as well as coordinating sales and operating departments of Fiberstok's main plant in Philadelphia. Mr. Gabriel was associated with the sales division of National Cash Register before joining National Fiberstok two years ago. He will operate from the new Los Angeles office, 8651 West 3rd St.

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## Ezyindex Appointments

Charles W. Busk, president, Ezyindex Products Corp., Flushing, N. Y., announced appointment of Robert A. Gooding as national sales and promotion manager. For over eight years, Mr. Gooding served as sales manager for Regency Thermographers. William J. McCreedy, formerly assistant plant manager, American Photography Corp., was named production and planning manager.

## Dresser Research Center

Dresser Engineering Inc. opened a new plant in Boynton Beach, Fla., to serve as a research and southern distribution center for Dresser Products Inc., Providence, R. I., manufacturer of Tape-File data processing accessories. Seminar planning sessions were held by Dresser executives for a week following the opening to map research, production and sales plans.

**Mrs. E. C. Hoffman, president, Smead Mfg. Co., Hastings, Minn., was named Senior Citizen of 1960 by the city's Junior Chamber of Commerce. Gov. Elmer L. Anderson of Minnesota attended the ceremony and praised Mrs. Hoffman and Smead for their contribution to the city's economy. Above, Mrs. Hoffman receives award from Jaycee president Clarence Soleim Jr.**

## SVE Marketing Director

Don S. Dadas was named director of marketing, it was announced by John C. Kennan, president of Society For Visual Education, Inc., Chicago. Mr. Dadas' responsibilities include supervision of all advertising, direct mail, publicity and sales promotion programs. He formerly was advertising manager, Education Div., Rand McNally & Co. Society For Visual Education produces filmstrips and color slides. for offices, schools, etc.

## Esterbrook Div.

Formation of an International Div. of Esterbrook Pen Co. was announced by Sydney E. Longmaid, president. Philip E. Scott Jr. is vice president in charge of the division which will combine all foreign sales and manufacturing

**Philip Scott Jr.**

operations. Esterbrook operates five subsidiary companies manufacturing products in Brazil, Canada, Colombia, England and Mexico. The new division head joined Esterbrook in 1948. In 1958, he was elected assistant treasurer and in 1960, vice president of subsidiary operations.

## Facit Sales Expansion

Karl Siewert, president, Facit Inc., announced the addition of ten men to the company's sales organization. John Polek, formerly with Anaconda Co., was made assistant to the general sales manager and will report to George W. Haag, vice president in charge of sales. Oscar Shoenfeld was appointed manager of the newly created Facit Typewriter Div. for the 37 eastern states. George Sweeney will head this division for the 11 western states;


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And new ***SADDLE ENVELOPES*** hang *negatives, plate plus all work sheets* in a single, handy, compact filing unit . . . in any MIM-E-O model.

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For More Information Circle No. 358


Irving Sachar will specialize in the sale and promotion of Odhner 10-key accounting machines and headquarter in New York. In Los Angeles, Facit opened a new sales and service office at 2322 West 7th St. Jack Galpin joins Facit there. Vincil Robison and John H. Liles were added to the sales staff of Facit's midwest office, Evanston, Ill. Reino Allen, Dick Hornby and James Droney were assigned specific sales territories in the middle Atlantic and New England states.

## Ace Appointments

**Herb Johnston**

Jack Linsky, president, Ace Fastener Corp., subsidiary of Swingline, Inc., announced appointment of Herb Johnston as vice president in charge of sales. Mr. Johnston, who has been with Ace Fastener since 1942, was promoted from sales manager. Mr. Linsky also announced appointment of Marie H. Schmied, with the company since 1930, as assistant secretary. She formerly was office manager.

## Lanston Adds New Products

Lanston Industries, Inc., Philadelphia, acquired the manufacturing and marketing rights for two automated counting devices from Miller-Lauffer Printing Equipment Corp., New York. They are the Tally-Tab 1000 automatic counter and tab inserter, and Countron pre-determined counter. Lanston will produce Tally-Tab and Countron at its plant in Philadelphia and market the line both here and overseas. Alvin Arnell, previously vice president and general manager at Miller-Lauffer, joins Lanston as a product manager.

## Voss National Distributor

Herb Wheeler assumed national distribution of Voss typewriters and organized a new company, Standard Voss Corp.,

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**SNIPPY A Handy Cutting Instrument**

Combination scissors & knife. Ideal letter opener. Cuts cardboard, paper, string & other materials in straight or curved line. Lightweight plastic, molded into one piece. Completely safe . . . Uses standard, double-edged razor blade.

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**Order from your dealer or send 50c and dealer's name**

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For More Information Circle No. 359

334 E. Weber Ave., Stockton 2, Calif. He will appoint distributors in areas not now covered. Bert Swanger, American Voss Corp., Detroit, will distribute machines in Michigan, Indiana, Ohio and Illinois. An improved carrying case is featured on the regular M-10 and M-13 models which may be had with or without a decimal tabulator. New additions to the line are the Lite-Riter and Learnette models.

## Fairfax General Manager

**Donald Waterman**

George Herwitt, president, Fairfax Business Forms, Hackensack, N. J., announced appointment of Donald Waterman as general manager. He will be responsible for all sales activities, demonstrations and exhibits of Quik-Rite's line of forms. Mr. Waterman previously worked with Equitable Life Insurance Society, Standard Register Co., Ticonium Co. and J. M. Ney Co.

## New Sales Manager

Myron A. Angier was named general sales manager for the Remington Rand Univac Div., Sperry Rand Corp. He joined the company in 1946 and in 1953 was promoted to assistant branch manager of the Univac division in New York. Since 1959, he has been southern regional sales manager for the division.

## Predict Increased Business

Stationery, office equipment dealers and manufacturers forecast an increase of 7% in their total sales volume in 1961, according to a survey by the National Stationery & Office Equipment Assn. Dealers expect a rise of 6.5% and manufacturers 7.4% in total sales. J. Howard Patrick, NSOEA president, said the forecast, which follows the pattern set in recent years, is almost twice that of our national economy. Small town dealers are far more optimistic this year than those in cities.

## Diebold Post Filled

Robert L. Schutt, formerly Detroit office regional manager, was named general manager of the Counter Equipment Div., Diebold, Inc., it was announced by Raymond Koontz, president. He will make his headquarters in Hamilton, Ohio. Mr. Schutt joined Diebold in 1948 and was assigned to the Detroit office as regional manager in 1955.

## Drawing Equipment Exhibit

British, Continental and American products will be on display at the first national Drawing Office Equipment & Materials Exhibition, Royal Horticultural Society's New Hall, London, England, June 5-8. A feature of this exhibition will be a fully equipped drawing office fitted with the latest equipment.

## NCR Buys Texas Site

National Cash Register Co. announced purchase of a seven-acre site in Arlington between Dallas and Fort Worth, Texas, on which it will build a supply production plant. The 50,000-sq. ft. facility is scheduled to be completed and in operation by the end of 1961. It will employ approximately 50 people to manufacture magnetic ledger cards used in NCR bank automation systems and other special forms for various types of NCR business systems and machines.

## Ozalid Lease Plan

Ozalid Div., General Aniline & Film Corp., Johnson City, N. Y., will promote leasing and rental arrangements. According to James A. Travis, manager-marketing, the company's equipment is designed to yield cost and time savings. Most prospects are aware of these advantages but will find it easier to spend lease money rather than by making capital expenditures. Certain tax advantages are available also through leasing, Mr. Travis indicated. Seven leasing and purchasing plans are available through the company's


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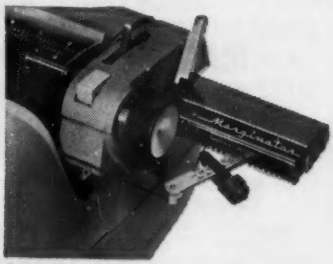


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## MANUAL OF BUSINESS FORMS

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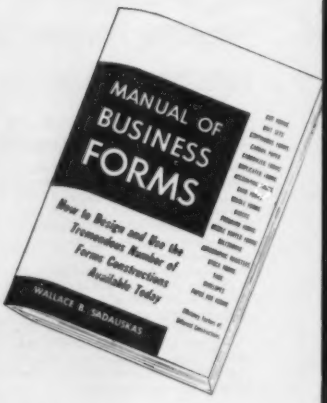


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## Photek Appointments

Bernard F. Hurley was appointed national branch sales manager of Photek, Inc., Kingston, R. I., recently formed Textron subsidiary in the photocopying materials and equipment field. He will supervise all future branch operations of the firm. Mr. Hurley came to Photek from Old Town Corp., where he had been New York branch manager since 1954. From 1951 to 1953 he was a special agent for the FBI. Arthur P. Dutton was appointed national dealer sales manager, and will be responsible for the company's regional sales managers and a proposed franchised dealer network. Before joining Photek, Mr. Dutton was with Addressograph-Multigraph Corp. from 1949 until the present, where he held the positions of special accounts representative, national accounts representative, sales supervisor, assistant sales manager and New York branch sales manager.

## Kodak Magnetic Tapes

Eastman Kodak Co. will manufacture and sell magnetic recording tape, beginning later this year. Entry into the magnetic tape field represents a new but not unexpected step for Kódak, since its French associate company, Kodak Pathe, has produced and sold tape abroad more than 12 years in a program backed by extensive research and development in France and in Rochester laboratories. Initially, Kodak magnetic tape will be supplied for sound recording. It will be on triacetate base and packed in rolls ¼" wide in standard lengths.

## Carbon Group Names Bridell

A. M. Bridell, president, American Carbon Paper Corp., Chicago, was unanimously elected president of the One-Time

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CASH REGISTER
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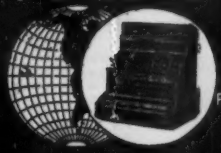

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Successor to International Cash Register & Parts Co.

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All your semi-active or inactive records are instantly available. What a time and money-saver today!

Rigidized permanent Drawer and Shell construction eliminates shelving and costly searching (the biggest item).

All this at half the cost of steel because "CONVOYS" are heavy duty corrugated board processed to remarkable strength.

Sizes: letter, legal, check, deposit slip, tab card . . . 10 others.

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**For Filing Rooms, Stock Rooms, Vaults**

**Strong—Easy to Move, Easy to Climb.**

Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 13 heights — 4 widths. Send for Circular 56-O and prices.

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For More Information Circle No. 366

Carbon Paper Manufacturers Assn. Sam Hundley, Interchemical Corp., Cincinnati, was chosen vice president. Philip O. Deitsch was unanimously re-elected managing director and William V. Driscoll was designated as the group's administrative officer. In addition to Mr. Bridell and Mr. Hundley, the following were elected directors: H. A. Myers, Frye Mfg. Co., Des Moines; E. W. Geier, Carbon Web Corp., Cincinnati; F. B. McFarland, Port Huron Sulphite & Paper Co., Port Huron, Mich.

## Autocall Vice President

James G. Schnell

Autocall Co., Shelby, Ohio, announced the election of James G. Schnell as vice president. Mr. Schnell, who joined Autocall in 1956, has served as general sales manager and district manager in the New England area. He was also elected to the board of directors.

## New York Stationery Show

The 15th annual New York Stationery Show will be held May 14-19 at the Hotel New Yorker. Over 350 exhibiting firms will offer promotional items, social stationery, greeting cards, Christmas decorations, back-to-school merchandise and other ideas for stationery department selling, on the 4th through 11th floors

## Copy-Craft Expands Franchises

Copy-Craft, Inc., New York, in an expansion program, is appointing selected franchised specialist distributors in a number of key cities to sell the Copy-Craft line of carbon papers, including Capri metallic back carbon, carbon paper ribbons, plastic type ribbons and inked ribbons for all modern tabulating and high speed printing equipment up to 17" in width; mimeograph stencils, inks; spirit masters and the entire Copy-Craft line of photocopy equipment, papers and supplies.

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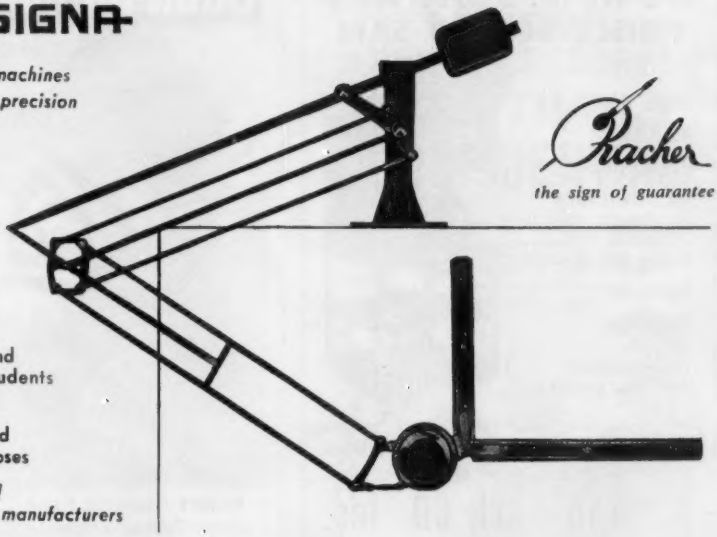

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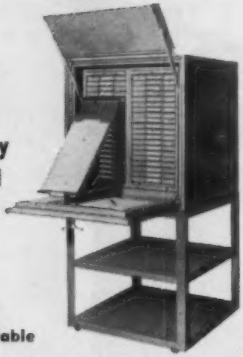

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## Rapid Roller Sales Staff

Several important shifts in personnel of the Rapid Roller Co., Chicago, sales organization were announced by B. P. Nilles, president. Vernon Storm has moved to new Georgia headquarters in Atlanta to serve customers from Florida to Texas. Richard Frawley will cover the northern part of Ohio, Pennsylvania and West Virginia. A recent addition to Rapid Roller's sales consultants is Leonard E. Auberger, a former lithographer.

## Apsco Representative

Apsco Products, Inc., announced the appointment of C. H. Shettlesworth as representative in the midwest and north central states. He has been with Carpenter Paper Co., and during the past 14 years, in the stationery business in Texas.

## Curtis-Young Representatives

Curtis-Young Corp., New York, N. Y. announced appointment of John B. Ware as supervisor of sales and district factory representative in the southwest to serve Oklahoma, Arkansas, Louisiana and Northwest Texas. The company also named Louis Dromgoole as factory representative in the southeast and Gulf Coast areas of Texas.

## New Dictograph Plant

Dictograph Products Inc. has acquired a 50,000 sq. ft., one-floor plant on 11.2 acres in Danbury, Conn. The $500,000 manufacturing facility will serve as main factory and national headquarters. Dictograph, founded in 1902, manufactures intercom equipment, hearing aids, fire alarm systems, and electronic and electrical equipment.

## Farrington's Chicago Office

Farrington Business Machines Corp. Needham Heights, Mass., manufacturer of collecting, gathering, tipping, stitching and related equipment for the in-plant printing user as well as the graphic arts trade, has opened a Chicago sales and service office at 608 S. Dearborn St.


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# National Conference & Exhibit Calendar

**American Society of Training Directors,** Hotel Bellevue-Stratford, Philadelphia, May 1-5.

**American Society for Personal Administration,** Hotel Radisson, Minneapolis, May 2-4.

**National Assn. of Educational Buyers,** Chase-Park Plaza Hotels, St. Louis, May 3-5.

**U. S. World Trade Fair,** Coliseum, New York, May 3-13.

**National Office Management Assn.,** Kiel Auditorium, St. Louis, May 7-11.

**American Institute of Industrial Engineers,** Sheraton Cadillac Hotel, Detroit, May 11-13.

**Insurance Accounting & Statistical Assn.,** Biltmore Hotel, Los Angeles, May 14-17.

**Federal Government Accountants Assn.,** Shoreham Hotel, Washington, D. C., May 18-20.

**National Retail Merchants Assn., Controllers' Congress,** Ambassador Hotel, Los Angeles, May 21-25.

**National Society for Business Budgeting,** Statler Hilton Hotel, Dallas, May 25-26.

**National Assn. of Accountants,** Waldorf-Astoria Hotel, New York, June 18-21.

**National Office Machine Dealers Assn.,** Grossinger's Hotel, Grossinger, N. Y., June 18-21.

**National Secretaries Assn.,** Biltmore Hotel, Los Angeles, July 19-22.

**Chicago International Trade Fair,** McCormick Place, Chicago, July 25-Aug. 10.

**National Society of Public Accountants,** Denver-Hilton Hotel, Denver, Aug. 28-Sept. 1.

**Assn. for Computing Machinery,** Statler-Hilton Hotel, Los Angeles, Sept. 5-8.

**National Assn. for Bank Audit, Control & Operation,** Conrad Hilton Hotel, Chicago, Sept. 11-13.

**National Stationery & Office Equipment Assn.,** Conrad Hilton Hotel, Chicago, Sept. 23-27.

**Life Office Management Assn.,** Shoreham Hotel, Washington, D. C., Sept. 25-27.

**American Production & Inventory Control Society,** Pick-Congress Hotel, Chicago, Sept. 28-29.

**National Institute of Governmental Purchasing,** Commodore Hotel, New York, Oct. 8-11.

**Systems & Procedures Assn.,** Statler-Hilton and Pick-Carter Hotels, Cleveland, Oct. 9-11.

**American Bankers Assn.,** San Francisco, Oct. 15-18.

**National Business Forms Associates,** Americana Hotel, Bal Harbour, Fla., Oct. 23-26.

**American Institute of Certified Public Accountants,** Palmer House, Chicago, Oct. 29-Nov. 1.

**Society of Reproduction Engineers,** Biltmore Hotel, Los Angeles, Dec. 2-5.

**Eastern Joint Computer Conference,** Sheraton-Park Hotel, Washington, D. C., Dec. 12-14.

## EVENTS ABROAD

**Hanover Fair,** Hanover, Germany, Apr. 30-May 9.

**Institute of Internal Auditors,** Queen Elizabeth Hotel, Montreal, Canada, May 21-24.

**National Machine Accountants Assn.,** Royal York Hotel, Toronto, Canada, June 28-30.

**Business Efficiency Exhibition,** Olympia, London, Oct. 2-11.

**Electronic Computer Exhibition,** Olympia, London, Oct. 4-12.

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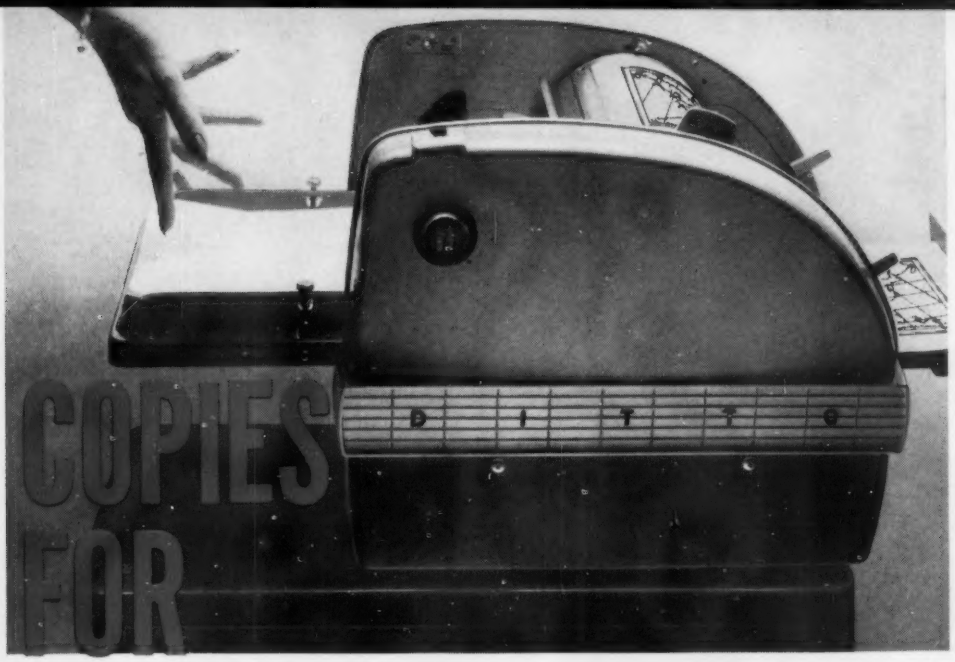
# As We See It..

The Congressman who issued a recent report on the impact and effects of automation on unemployment, stirred up quite a tempest. His findings that automation has eliminated 25% of office jobs and that it will uproot 4 million more by 1965, are wrong because they are based on incorrect source data. This page discussed that last month.

Nevertheless, to assert that office automation does not and will not create a problem in unemployment, is accenting the negative. Many such denials are being registered by magazine editors and some equipment manufacturers. Keep it hush-hush, thinks one. Another article even blames the corporate computer user for a substandard public relations job and says if this is not improved, he will be hearing from unions, government and his own employees. Actually, this is precisely the kind of public relations that injures office automation almost irreparably.

Does anyone doubt that data processing does jobs never done before or old jobs faster, better and cheaper? Does anyone doubt that an automated office is anything but progress? Would it not be like saying that military disarmament is bad because it does away with a lot of soldiers?

We in the business of office automation had better cut out this ostrich-like nonsense and face facts. It does displace office employees of whom there has long existed a chronic shortage. The fundamental problem is one of readjustment and reorientation. Some employees will be bettered, others not, to say nothing of the new jobs created. These are probems that come from all technical revolutions and we should think, speak and act like adults willing to face a difficult but solvable challenge.

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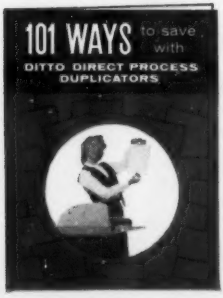


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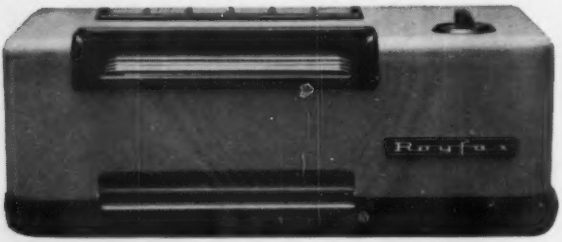


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